Department of Education

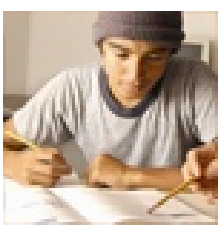
Joel I. Klein
Chancellor

Division of Performance and Accountability

Regents Exam Scanning Process For New York City Schools

2010-2011

Version 2.0 (December, 2010)



Overview

Beginning in June 2011, the New York State Department of Education will begin requiring the submission of item-level data for the following Regents examinations:

- *English Comprehensive*
- *Integrated Algebra*
- *Earth Science*
- *Living Environment*
- *US History & Government*
- *Global Studies & Geography*

The NYCDOE will pilot the scanning of the following exams in January 2011:

- *Living Environment*
- *Physical Setting/Earth Science*
- *Integrated Algebra*
- *U.S. History and Government*
- *Global History and Geography*

In preparation for this upcoming requirement, NYCDOE has been developing a scanning process that will enable schools to simultaneously scan answer documents to score and capture individual item-level data using existing technology in each school. This document will walk you through the following process:

- *Scheduling students for Regents exams in STARS*
- *Generating and printing answer documents in ATS*
- *Scanning answer documents for Regents exams to ATS*
- *Printing reports from ATS*

Scheduling Students for the Regents Exams

The STARS client allows you to schedule students to take the Regents and RCT exams in January and June. The exams are also given in August, ATSSUM is the system currently used for summer school.

Scheduling students for the Regents/RCT exams, requires you to first create sections in the Master Schedule using exam codes. Student may then be scheduled into a section.

You may create one section or multiple sections for each exam code based on the number of students taking the exam. Each section should be scheduled for a period outside of normal instructional periods (for example, period 11, 12 or 13).

REGENTS CODES

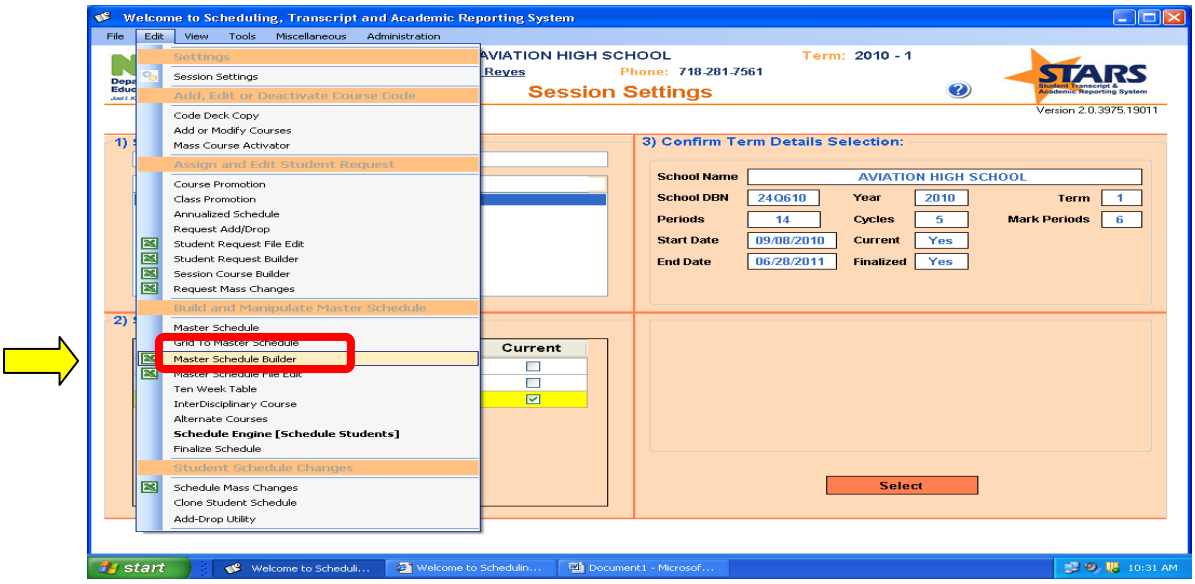
- HXR$ - Global Studies
- HXRA – US History
- MXRE – Integrated Algebra
- SXRK – Living Environment
- SXRU – Physical Setting/Earth Science

Regents Master Schedule Builder

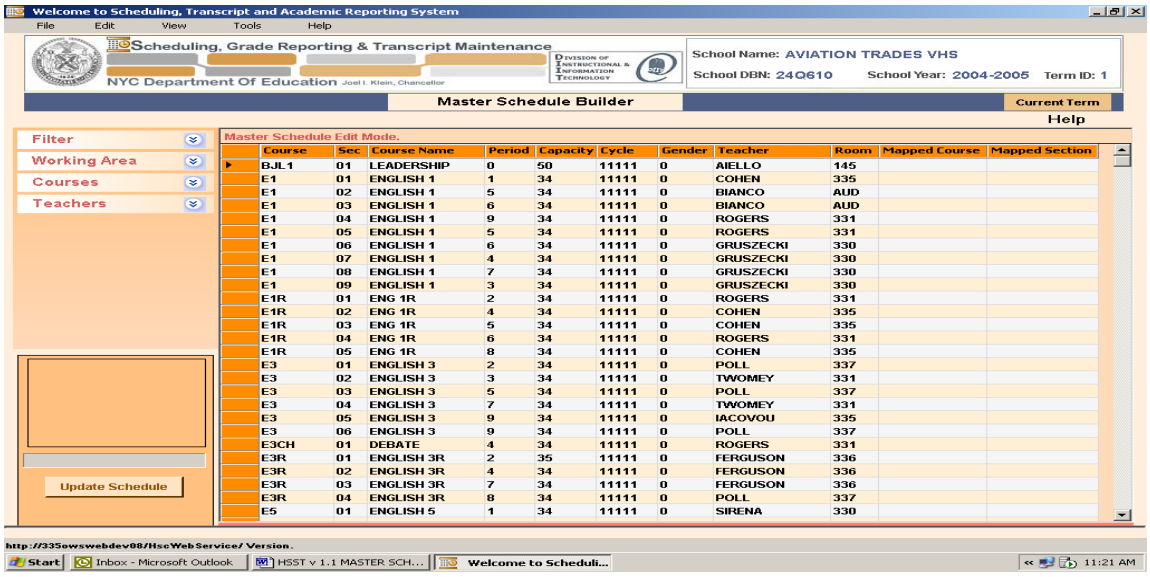
The Master Schedule "Builder" is a function on the STARS Client that allows you to define sections when building a master schedule. Through easy data entry, it allows you to add lines to the Master Schedule using the standard Regents exam codes. This section explains how to add MULTIPLE lines to the finalized master.

It is important to note that when scheduling students, the amount of detail entered in the search criteria (e.g. enter room #, section, teacher) will increase the number of available printing options. See page 6 of this manual for additional information.

Select Master Schedule Builder in Edit:

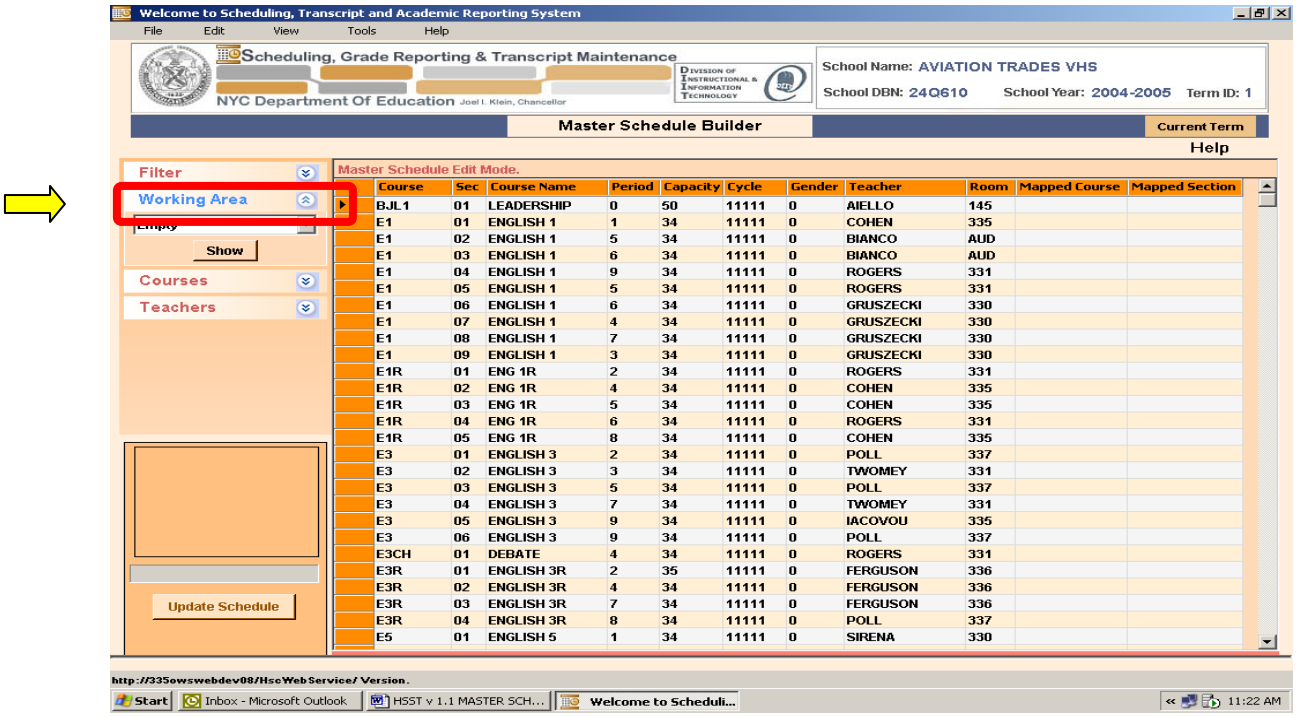


The CURRENT Master Schedule will appear in the data grid:

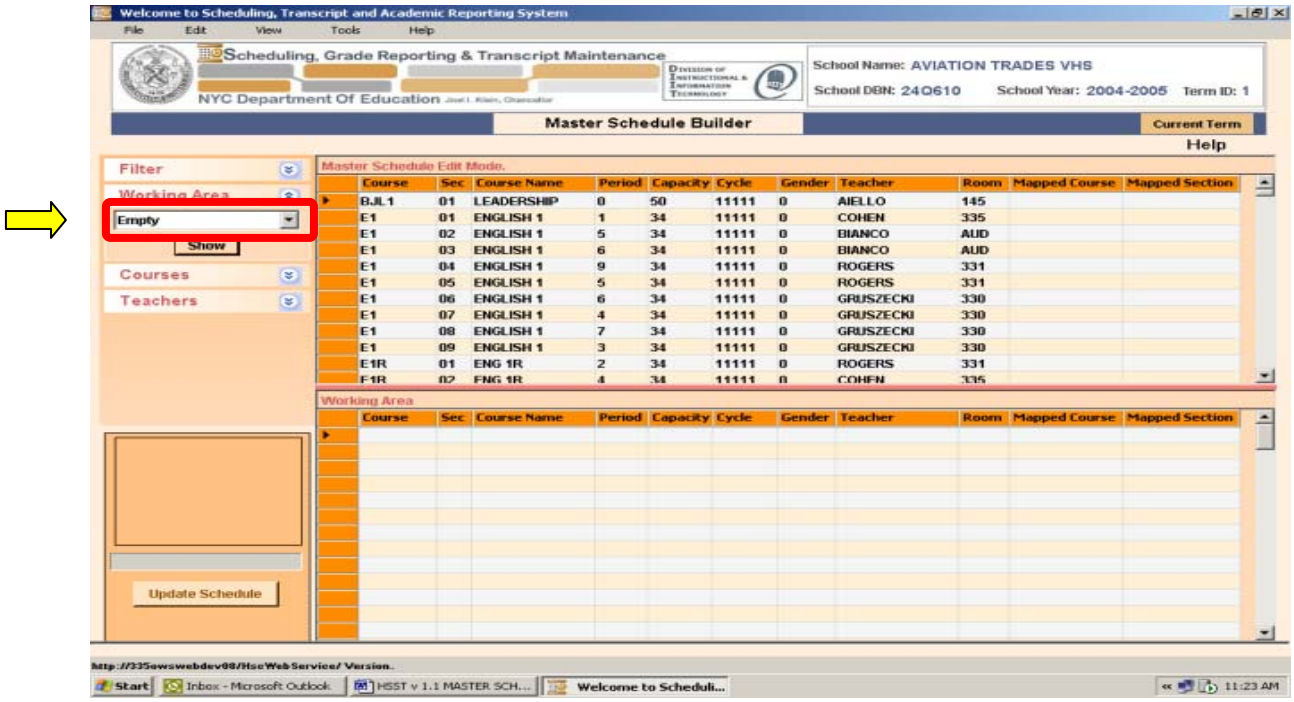


Course	Sec	Course Name	Period	Capacity	Cycle	Gender	Teacher	Room	Mapped Course	Mapped Section
BJL1	01	LEADERSHIP	0	50	11111	0	AIELLO	145		
E1	01	ENGLISH 1	1	34	11111	0	COHEN	335		
E1	02	ENGLISH 1	5	34	11111	0	BIANCO	AUD		
E1	03	ENGLISH 1	6	34	11111	0	BIANCO	AUD		
E1	04	ENGLISH 1	9	34	11111	0	ROGERS	331		
E1	05	ENGLISH 1	5	34	11111	0	ROGERS	331		
E1	06	ENGLISH 1	6	34	11111	0	GRUSZECKI	330		
E1	07	ENGLISH 1	4	34	11111	0	GRUSZECKI	330		
E1	08	ENGLISH 1	7	34	11111	0	GRUSZECKI	330		
E1	09	ENGLISH 1	3	34	11111	0	GRUSZECKI	330		
E1R	01	ENG 1R	2	34	11111	0	ROGERS	331		
E1R	02	ENG 1R	4	34	11111	0	COHEN	335		
E1R	03	ENG 1R	5	34	11111	0	COHEN	335		
E1R	04	ENG 1R	6	34	11111	0	ROGERS	331		
E1R	05	ENG 1R	8	34	11111	0	COHEN	335		
E3	01	ENGLISH 3	2	34	11111	0	POLL	337		
E3	02	ENGLISH 3	3	34	11111	0	TWOMEY	331		
E3	03	ENGLISH 3	5	34	11111	0	POLL	337		
E3	04	ENGLISH 3	7	34	11111	0	TWOMEY	331		
E3	05	ENGLISH 3	9	34	11111	0	IACOVOU	335		
E3	06	ENGLISH 3	9	34	11111	0	POLL	337		
E3CH	01	DEBATE	4	34	11111	0	ROGERS	331		
E3R	01	ENGLISH 3R	2	35	11111	0	FERGUSON	336		
E3R	02	ENGLISH 3R	4	34	11111	0	FERGUSON	336		
E3R	03	ENGLISH 3R	7	34	11111	0	FERGUSON	336		
E3R	04	ENGLISH 3R	8	34	11111	0	POLL	337		
E5	01	ENGLISH 5	1	34	11111	0	SIRENA	330		

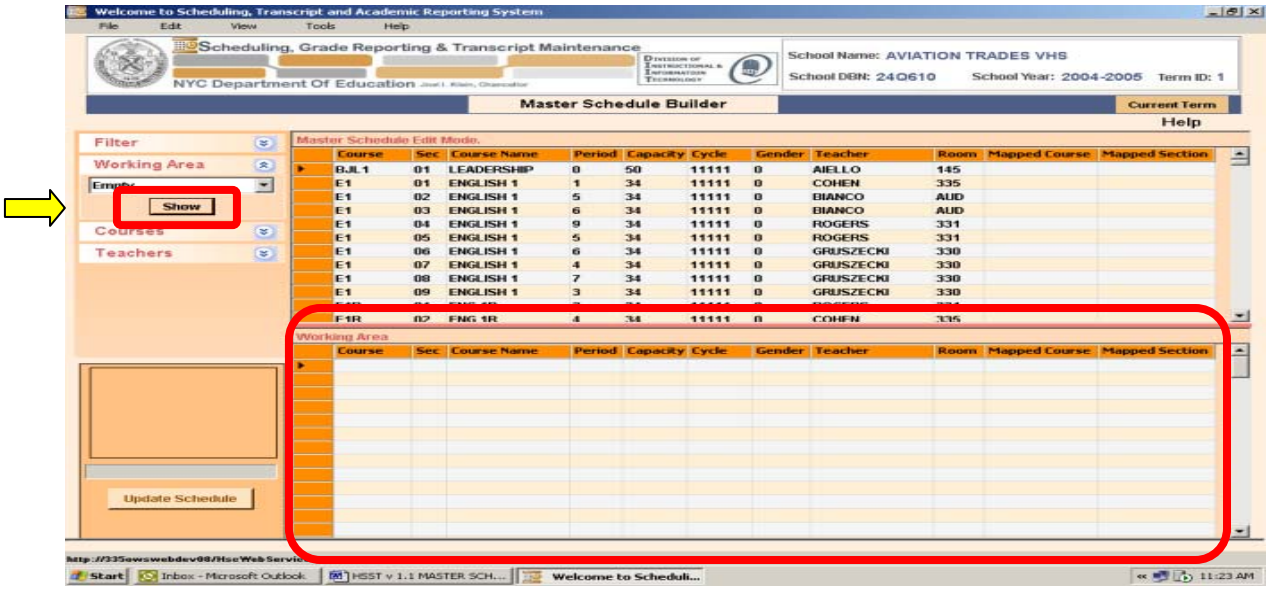
Click the arrow to the right of WORKING AREA in order to display the options:


Welcome to Scheduling, Transcript and Academic Reporting System
File Edit View Tools Help
Scheduling, Grade Reporting & Transcript Maintenance
NYC Department Of Education
School Name: AVIATION TRADES VHS
School DBN: 24Q610 School Year: 2004-2005 Term ID: 1
Master Schedule Builder
Current Term
Help
Filter
Working Area
Show
Courses
Teachers
Update Schedule
Master Schedule Edit Mode.
Course Sec Course Name Period Capacity Cycle Gender Teacher Room Mapped Course Mapped Section
BJL1 01 LEADERSHIP 0 50 11111 0 AIELLO 145
E1 01 ENGLISH 1 1 34 11111 0 COHEN 335
E1 02 ENGLISH 1 5 34 11111 0 BIANCO AUD
E1 03 ENGLISH 1 6 34 11111 0 BIANCO AUD
E1 04 ENGLISH 1 9 34 11111 0 ROGERS 331
E1 05 ENGLISH 1 5 34 11111 0 ROGERS 331
E1 06 ENGLISH 1 6 34 11111 0 GRUSZECKI 330
E1 07 ENGLISH 1 4 34 11111 0 GRUSZECKI 330
E1 08 ENGLISH 1 7 34 11111 0 GRUSZECKI 330
E1 09 ENGLISH 1 3 34 11111 0 GRUSZECKI 330
E1R 01 ENG 1R 2 34 11111 0 ROGERS 331
E1R 02 ENG 1R 4 34 11111 0 COHEN 335
E1R 03 ENG 1R 5 34 11111 0 COHEN 335
E1R 04 ENG 1R 6 34 11111 0 ROGERS 331
E1R 05 ENG 1R 8 34 11111 0 COHEN 335
E3 01 ENGLISH 3 2 34 11111 0 POLL 337
E3 02 ENGLISH 3 3 34 11111 0 TWOMEY 331
E3 03 ENGLISH 3 5 34 11111 0 POLL 337
E3 04 ENGLISH 3 7 34 11111 0 TWOMEY 331
E3 05 ENGLISH 3 9 34 11111 0 IACOVOU 335
E3 06 ENGLISH 3 9 34 11111 0 POLL 337
E3CH 01 DEBATE 4 34 11111 0 ROGERS 331
E3R 01 ENGLISH 3R 2 35 11111 0 FERGUSON 336
E3R 02 ENGLISH 3R 4 34 11111 0 FERGUSON 336
E3R 03 ENGLISH 3R 7 34 11111 0 FERGUSON 336
E3R 04 ENGLISH 3R 8 34 11111 0 POLL 337
E5 01 ENGLISH 5 1 34 11111 0 SIRENA 330
Start
Inbox - Microsoft Outlook
HSST v 1.1 MASTER SCH...
Welcome to Scheduli...
11:22 AM

Click EMPTY:

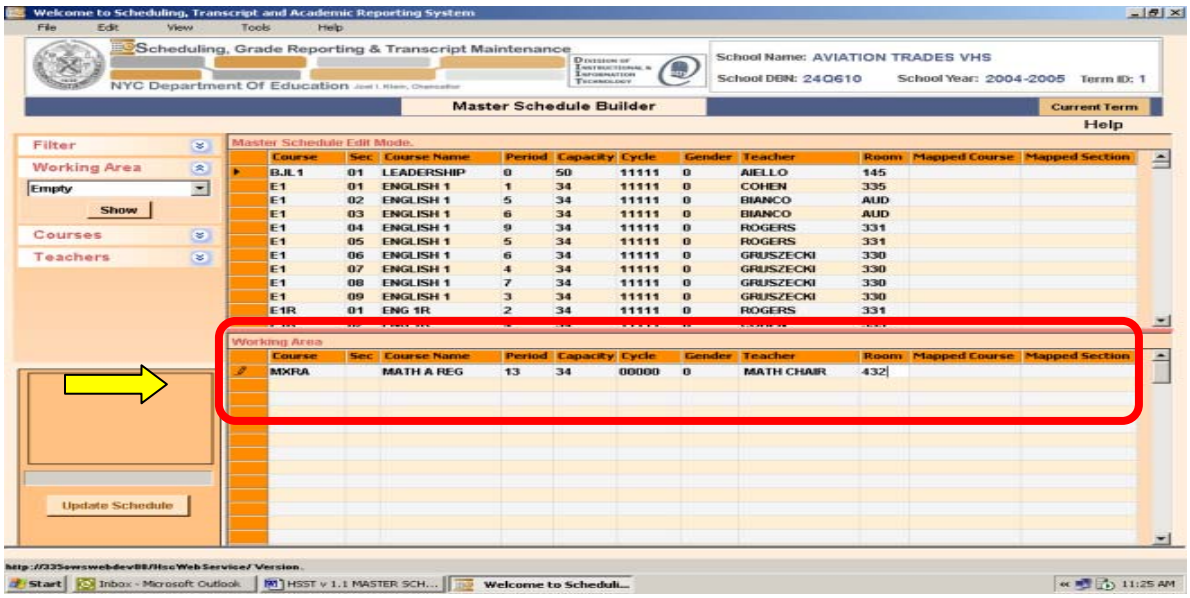


Click SHOW. Notice that the WORKING AREA is now blank:

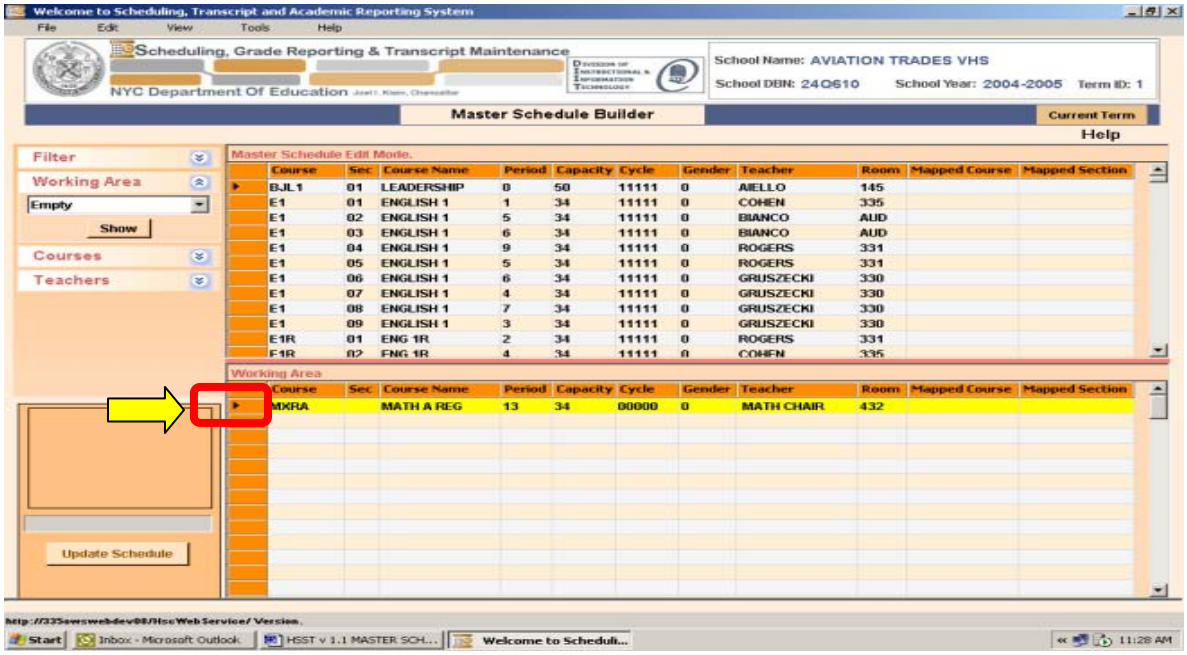


In the WORKING AREA, enter the following:

COURSE: Enter exam code
SECTION: Leave blank for now if you are going to have multiple sections of an exam
PERIOD: Schedule for period outside of instructional periods (i.e. period11, 12, 13)
CYCLE: You must have cycle days as 00000 if you are going to use the EXAM LOAD feature
TEACHER:
ROOM: You may choose to enter the room number of where the scheduled exam will be taking place, but it is not required.



In the WORKING AREA, click the orange box next to the course code. This will highlight the line in yellow:


Welcome to Scheduling, Transcript and Academic Reporting System
File Edit View Tools Help
Scheduling, Grade Reporting & Transcript Maintenance
NYC Department Of Education
School Name: AVIATION TRADES VHS
School DBN: 24Q610 School Year: 2004-2005 Term ID: 1
Master Schedule Builder
Current Term
Help
Filter
Working Area
Empty
Show
Courses
Teachers
Master Schedule Edit Mode.
Course Sec Course Name Period Capacity Cycle Gender Teacher Room Mapped Course Mapped Section
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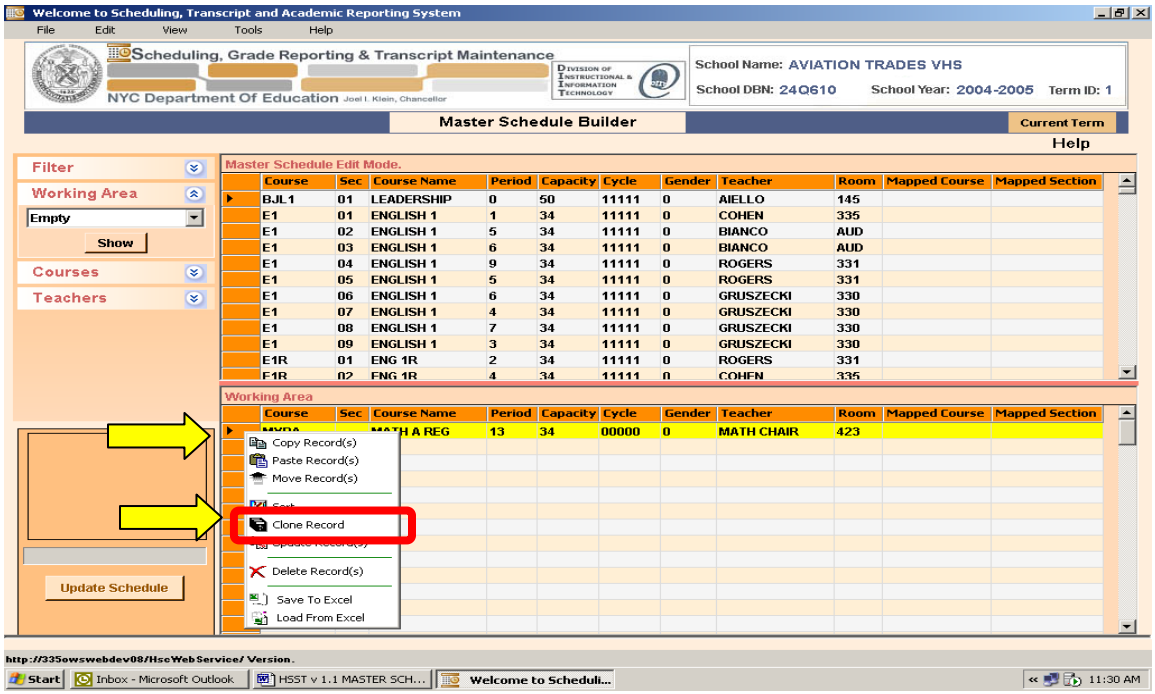
E1 05 ENGLISH 1 5 34 11111 0 ROGERS 331
E1 06 ENGLISH 1 6 34 11111 0 GRUSZECKI 330
E1 07 ENGLISH 1 4 34 11111 0 GRUSZECKI 330
E1 08 ENGLISH 1 7 34 11111 0 GRUSZECKI 330
E1 09 ENGLISH 1 3 34 11111 0 GRUSZECKI 330
E1R 01 ENG 1R 2 34 11111 0 ROGERS 331
Working Area
MXRA MATH A REG 13 34 00000 0 MATH CHAIR 432
Update Schedule
Start Inbox - Microsoft Outlook HSST v 1.1 MASTER SCH... Welcome to Scheduli... 11:28 AM

Right click the same orange box next to the course code. Select CLONE RECORD when the menu below appears: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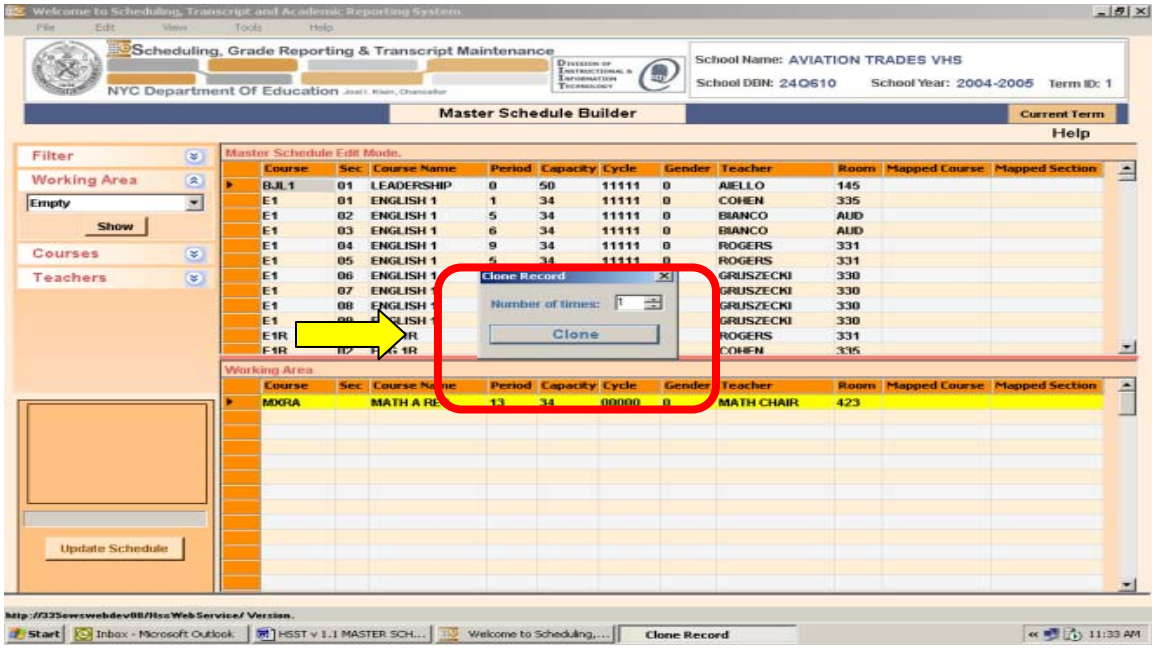
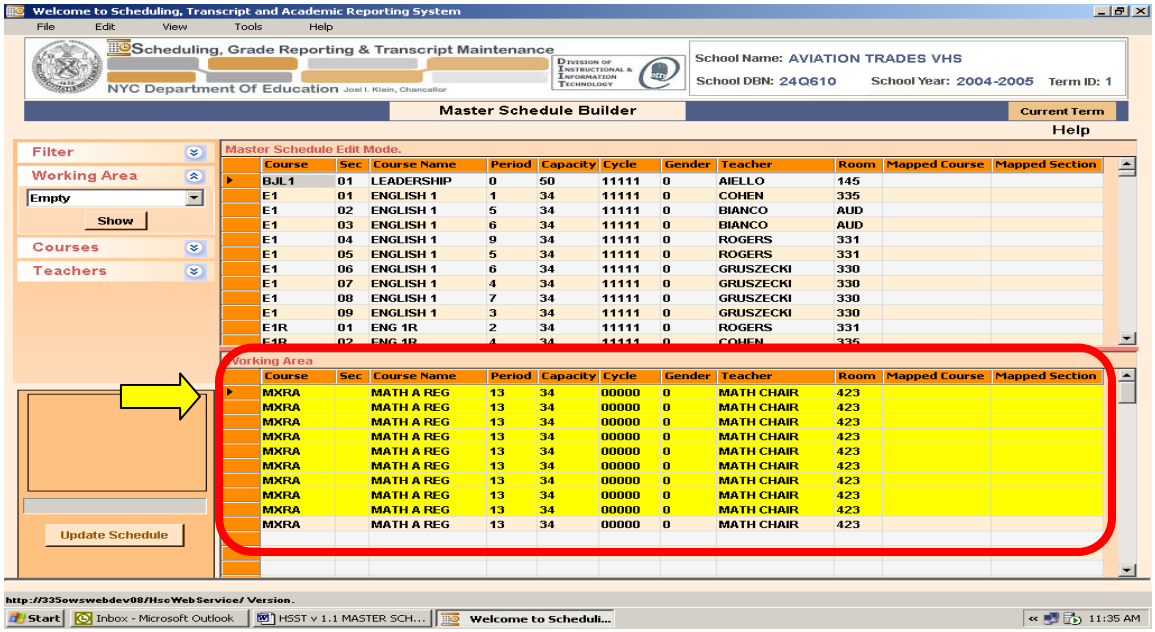
E1 07 ENGLISH 1 4 34 11111 0 GRUSZECKI 330
E1 08 ENGLISH 1 7 34 11111 0 GRUSZECKI 330
E1 09 ENGLISH 1 3 34 11111 0 GRUSZECKI 330
E1R 01 ENG 1R 2 34 11111 0 ROGERS 331
Working Area
MATH A REG 13 34 00000 0 MATH CHAIR 423
Copy Record(s)
Paste Record(s)
Move Record(s)
Clone Record
Delete Record(s)
Save To Excel
Load From Excel
Update Schedule
Start Inbox - Microsoft Outlook HSST v 1.1 MASTER SCH... Welcome to Scheduli... 11:30 AM

Use the UP arrow to select the number of sections <u>minus one</u> that you want to add to your master schedule. If you want 10 sections, select 9 because you already have one row in the work area. SELECT CLONE when you are finished:

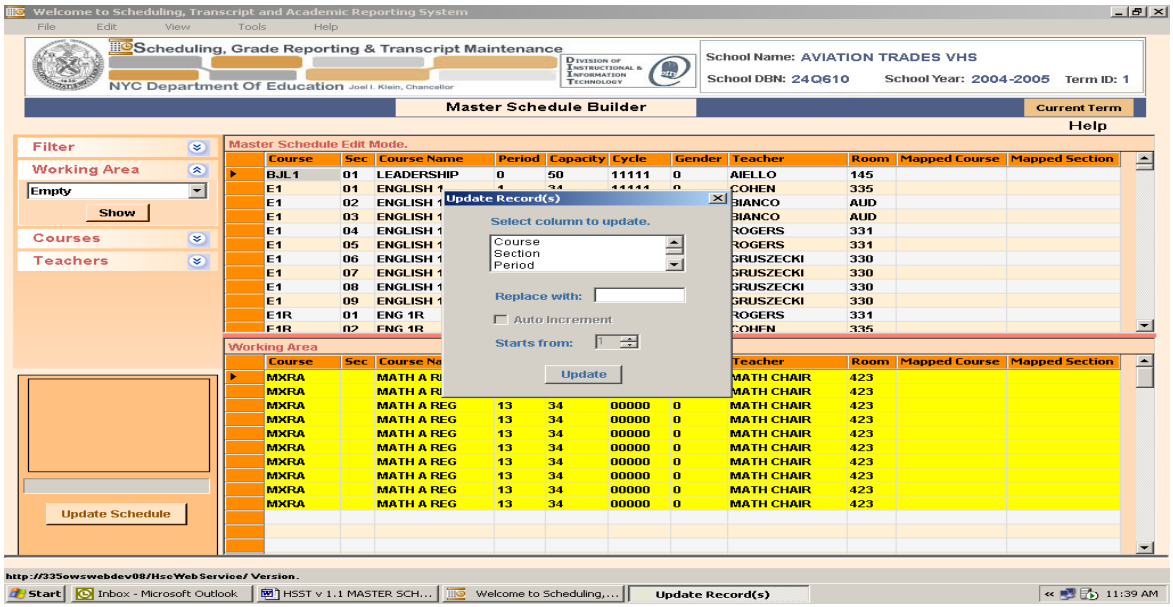


Add section numbers by highlighting ALL the rows. To highlight, click the orange box next to the course, hold the button, and slide it down to the last line.

Notice the original row that is on the bottom is not highlighted:

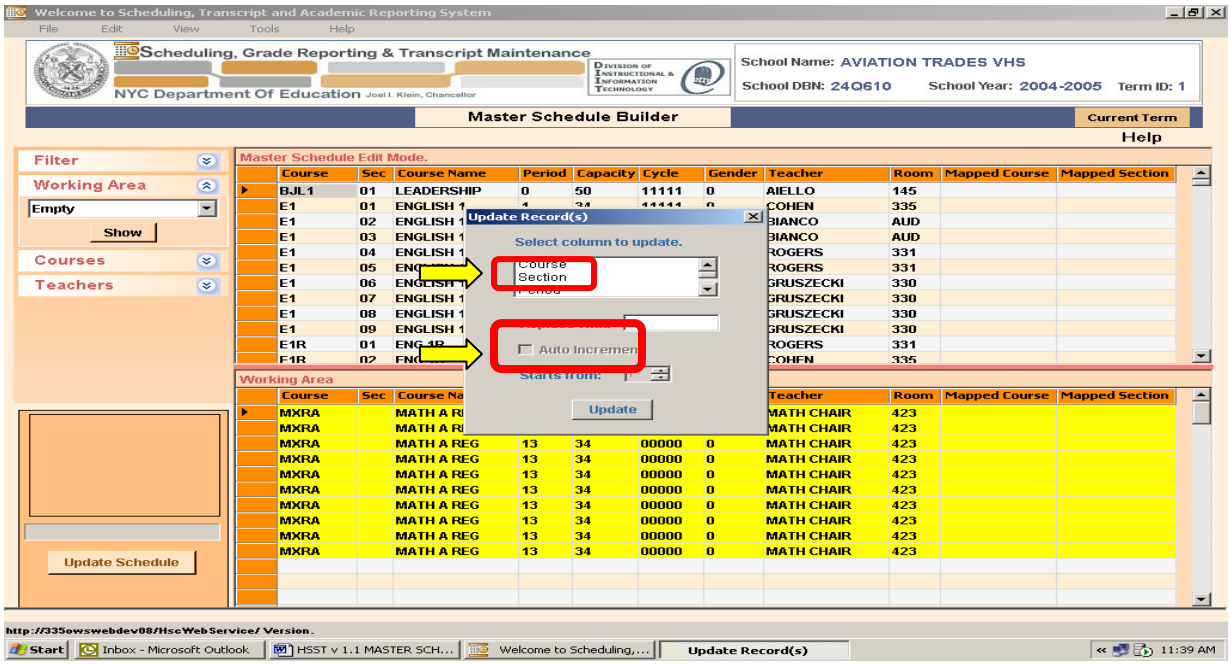


Right click the highlighted area and select UPDATE RECORDS. A new menu box will appear:

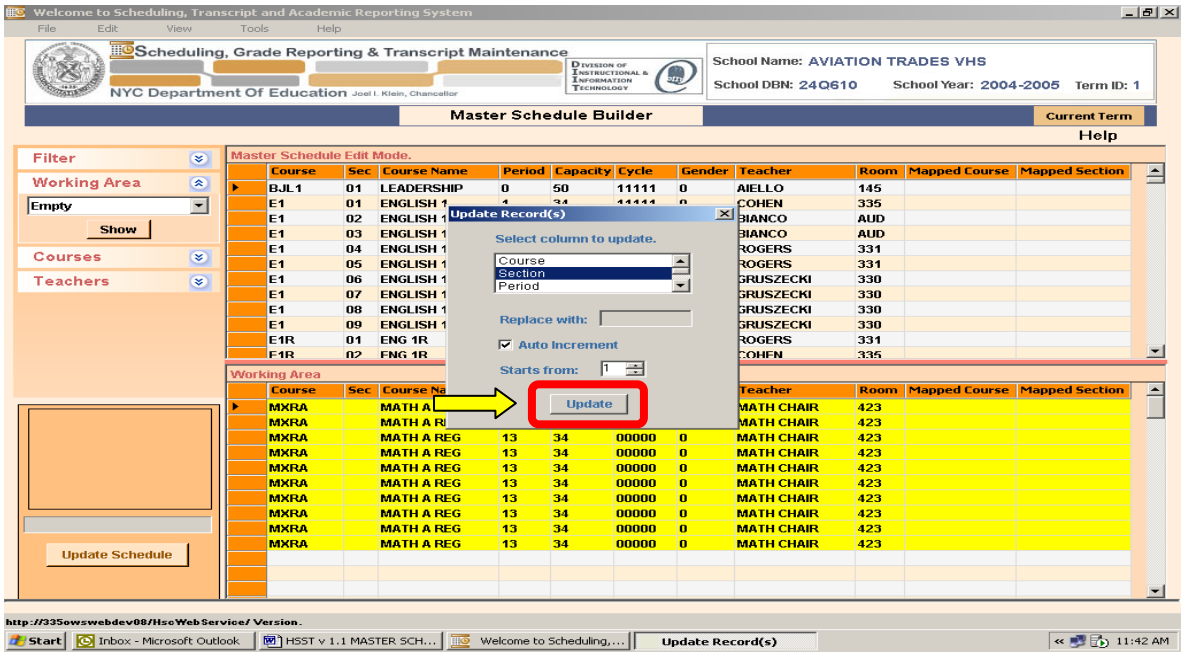


Click SECTION. Next, click AUTO INCREMENT:

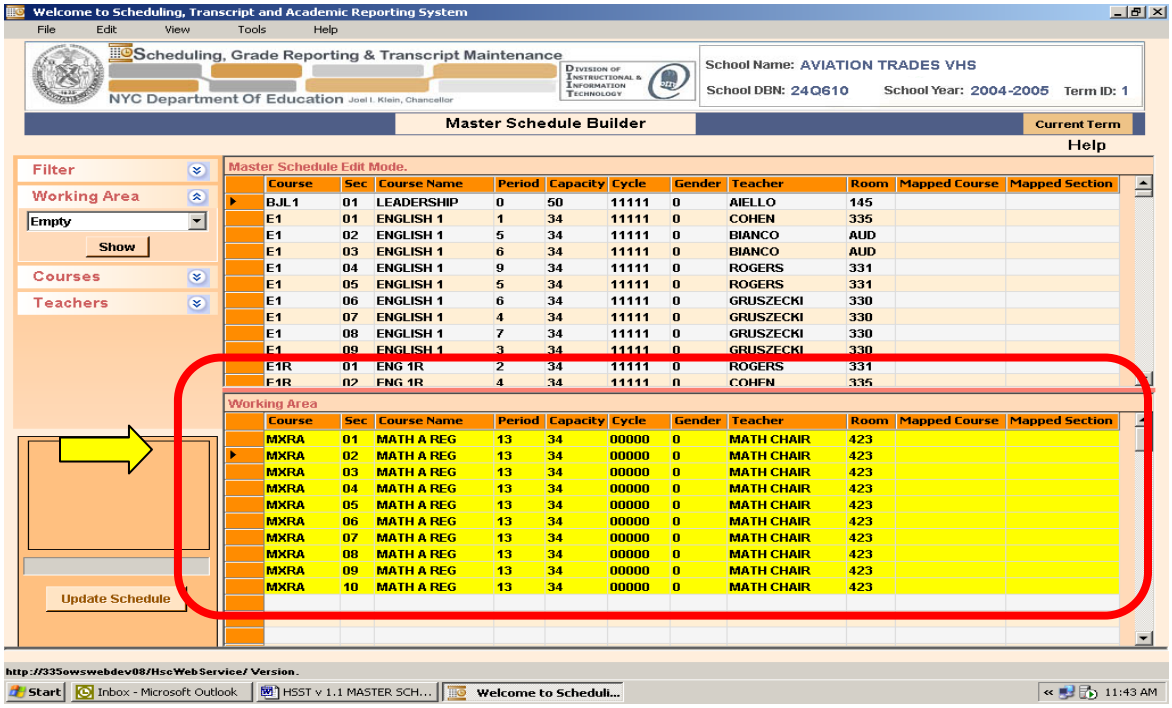
If you want to start with section 1, DO NOT change the STARTING FROM value.



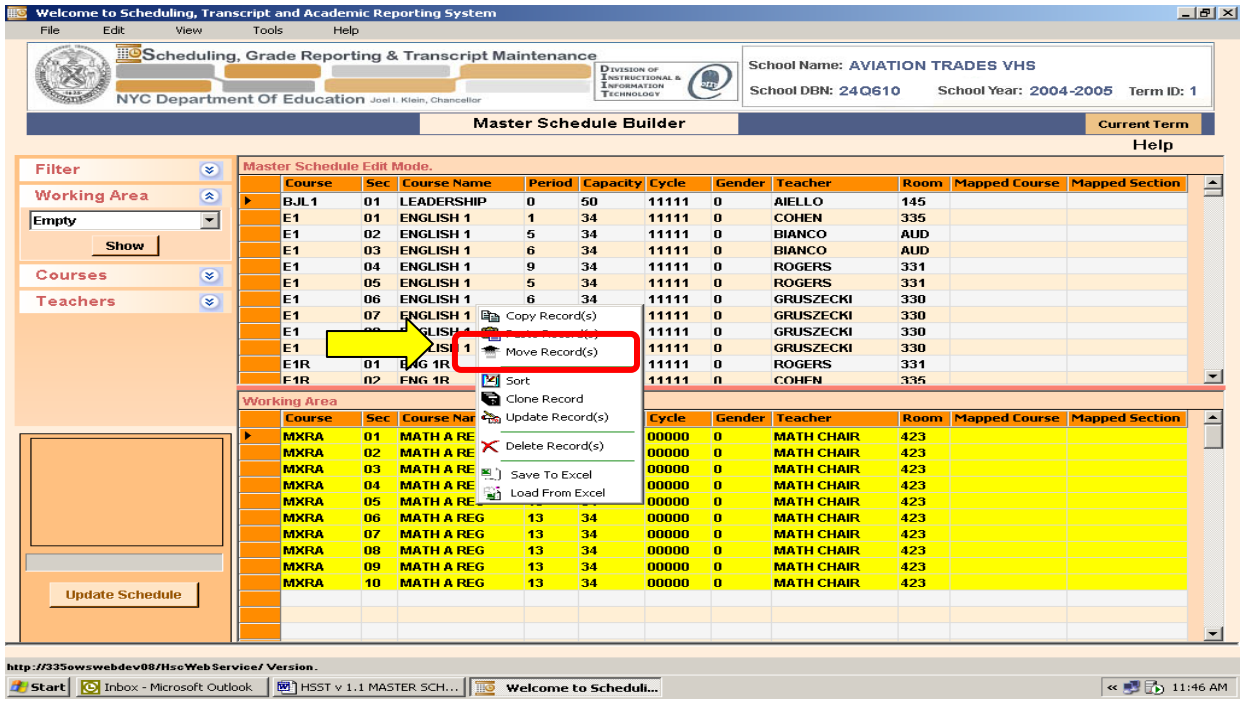
Click UPDATE. The sections have now been entered:



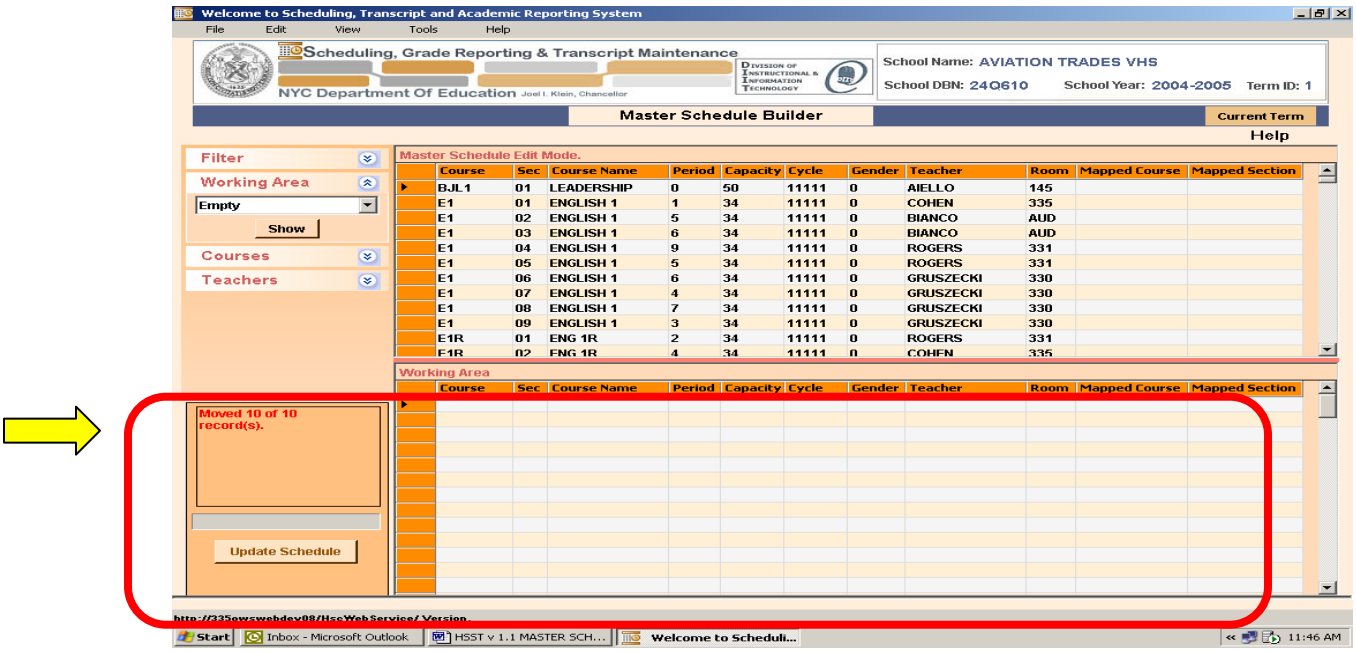
To move records, place cursor in the yellow area and right-click:



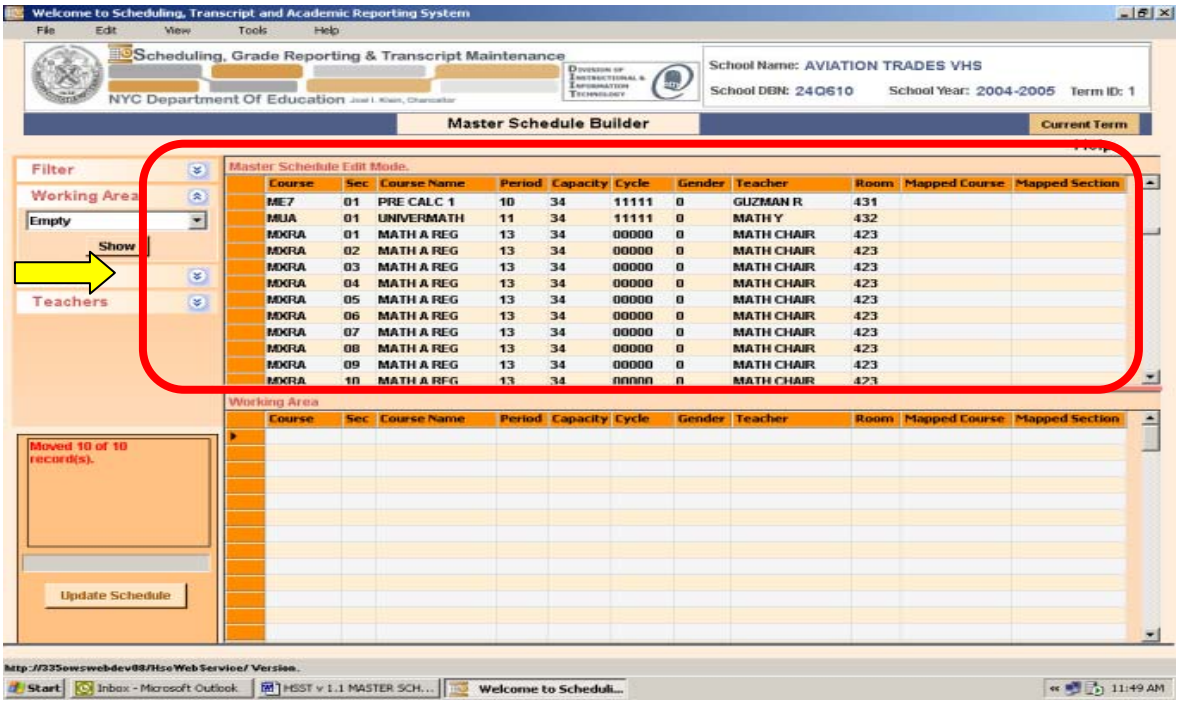
Select MOVE RECORDS:



Notice the work area is now empty and the message in the lower left hand box indicates 10 records were moved:



If you scroll through your master, you will find the new lines that were moved:


Welcome to Scheduling, Transcript and Academic Reporting System
File Edit View Tools Help
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NYC Department Of Education
School Name: AVIATION TRADES VHS
School DBN: 24Q610 School Year: 2004-2005 Term ID: 1
Master Schedule Builder
Current Term
Filter
Working Area
Empty
Show
Teachers
Master Schedule Edit Mode.
Course Sec Course Name Period Capacity Cycle Gender Teacher Room Mapped Course Mapped Section
ME7 01 PRE CALC 1 10 34 11111 0 GUZMAN R 431
MUA 01 UNIVERMATH 11 34 11111 0 MATH Y 432
MXRA 01 MATH A REG 13 34 00000 0 MATH CHAIR 423
MXRA 02 MATH A REG 13 34 00000 0 MATH CHAIR 423
MXRA 03 MATH A REG 13 34 00000 0 MATH CHAIR 423
MXRA 04 MATH A REG 13 34 00000 0 MATH CHAIR 423
MXRA 05 MATH A REG 13 34 00000 0 MATH CHAIR 423
MXRA 06 MATH A REG 13 34 00000 0 MATH CHAIR 423
MXRA 07 MATH A REG 13 34 00000 0 MATH CHAIR 423
MXRA 08 MATH A REG 13 34 00000 0 MATH CHAIR 423
MXRA 09 MATH A REG 13 34 00000 0 MATH CHAIR 423
Working Area
Course Sec Course Name Period Capacity Cycle Gender Teacher Room Mapped Course Mapped Section
Moved 10 of 10 record(s).
Update Schedule
Start
Inbox - Microsoft Outlook
MSST v 1.1 MASTER SCH...
Welcome to Scheduli...
11:49 AM

Scheduling Students into Exam Classes

Once the exam 'classes' have been added to the master, students will need to be scheduled into these sections. You can use any of the following scheduling methods available in STARS to schedule your students into the exam classes:

1. ***Schedule Mass Change:***
   If you are using a single section, you may be able to create a group of students and use the Schedule Mass Change function, Use the Group Administration function on the STARS WebPages to create groups. This function can also be used if you created multiple sections that correspond to the subject classes that the students are scheduled for. Use the "In" option to select the present class.

2. ***Load Exam Function:***
   This function allows you to upload an Excel spreadsheet with the schedule information. Check the STARS screen to ensure that you have the required data and column heading).

3. ***Schedule Add Drop:***
   Use this function to individually add/ drop students.

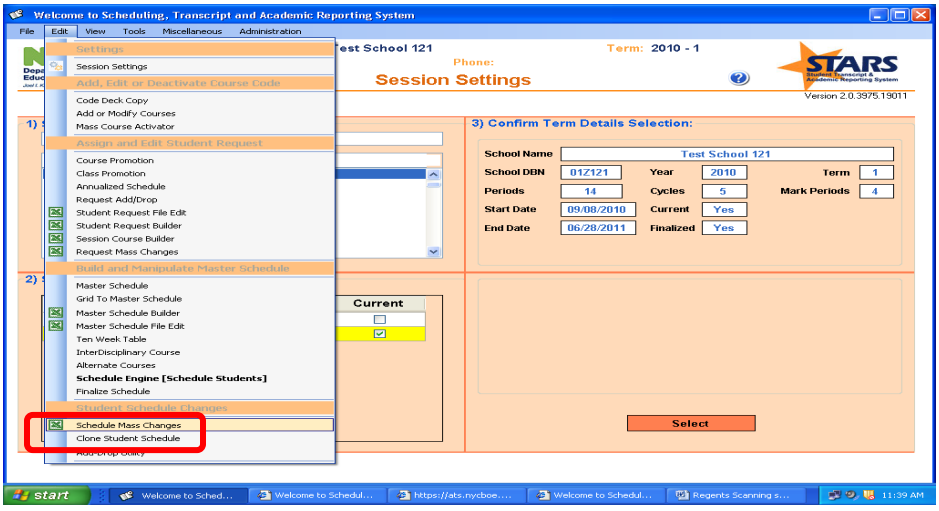
4. ***Walk-In Scheduler:*** *Walk - In scheduler works the same way as the schedule add drop. It is done for individual students. School selects the course the student needs to have added and then selects the section (function provides all sections once the course is selected).*

Note *– there is typically a deadline for scheduling your students so that the ATS attendance sheets and the answer documents can be generated for the testing days (see the STARS Newsletter/message board and/or the ATS news for more information on this).*

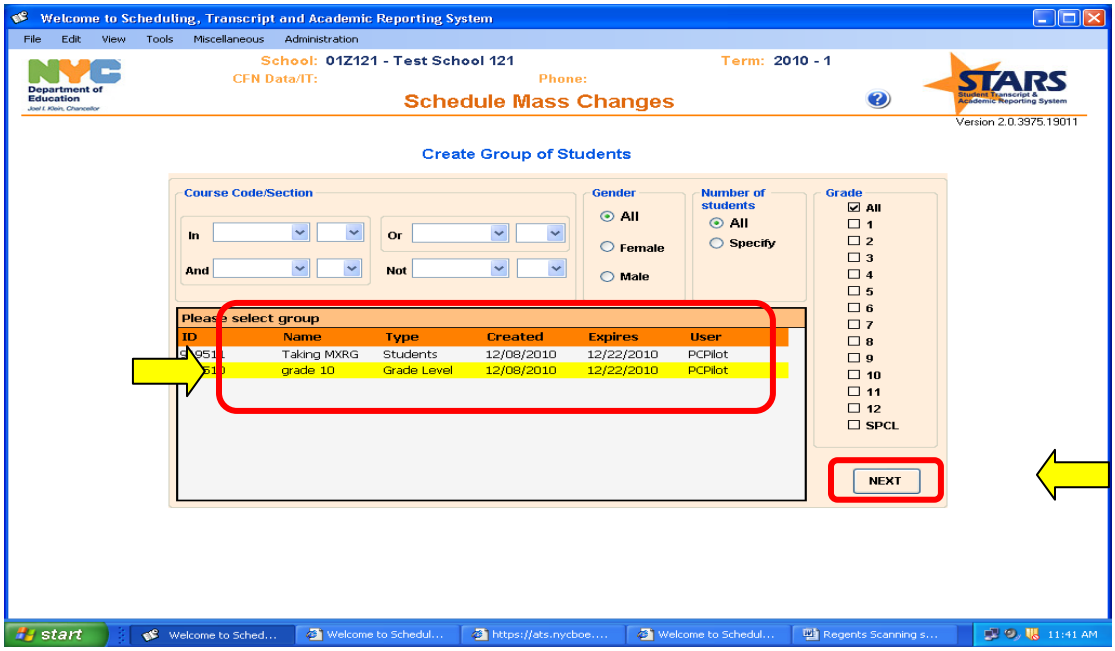
This section will explain how to use the Schedule Mass Change function.

Schedule Mass Change

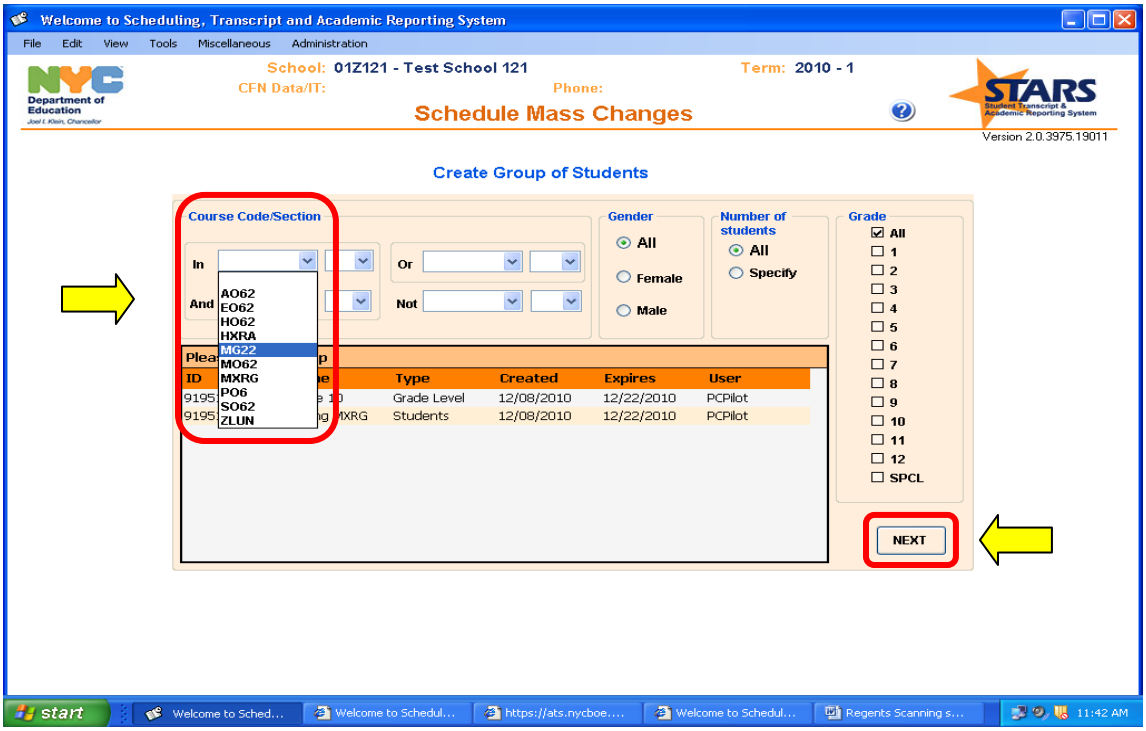
Select Schedule Mass Change from the Edit menu:



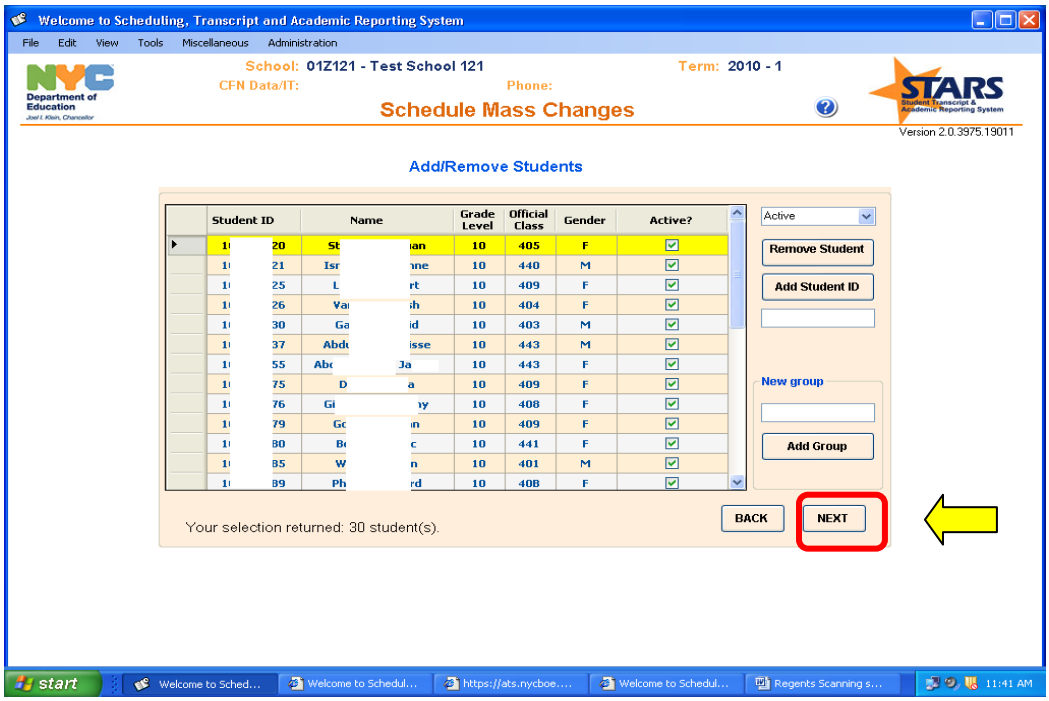
If you are using a group that you have created, you should see it listed on the bottom section of the screen. Click the line to highlight it and then click NEXT:



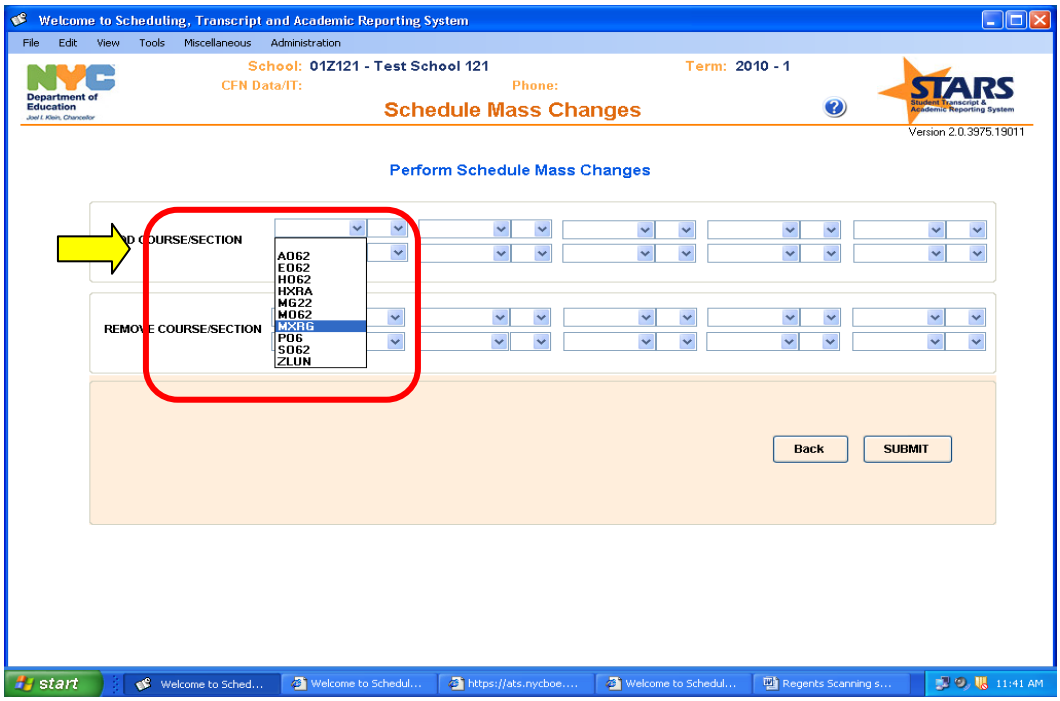
If scheduling all students currently in a subject class, use the pull-down menu in the "IN" option to select the course and section that the students are currently taking. Once selected, click NEXT:



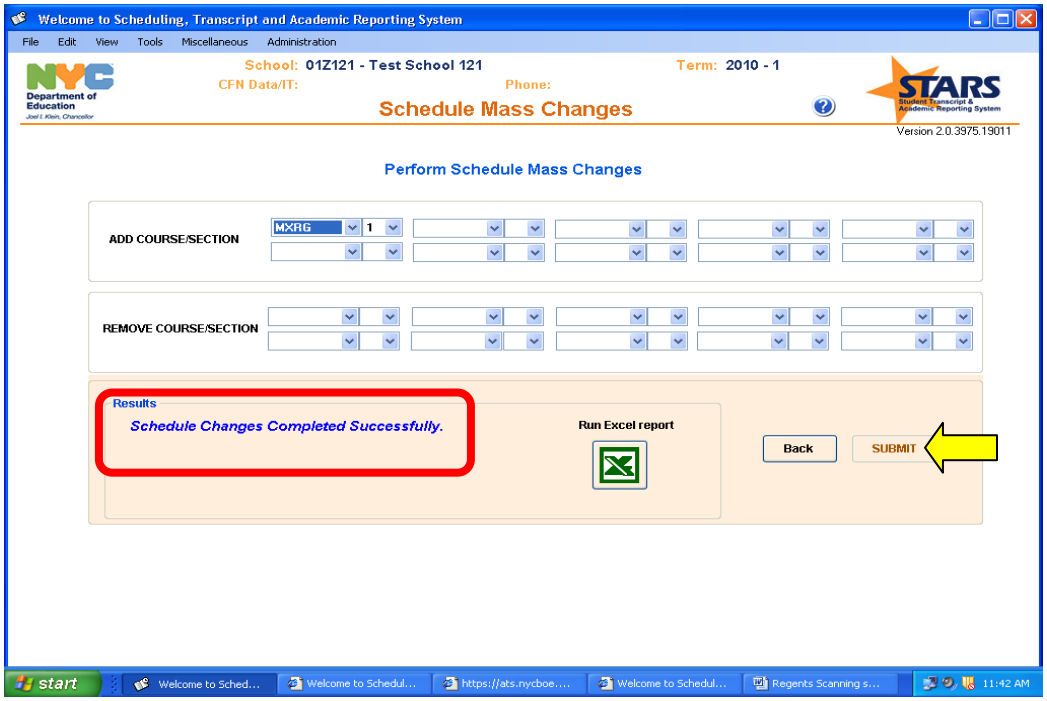
The second screen will display a list of the students from the group or class. Click NEXT:



On the third screen, use the 'Add Course Section' pull-down list to select the Regents code and section:



Click the SUBMIT button to add the exam to the students' schedule. When complete, you should see the message: 'Schedule Changes Completed Successfully':



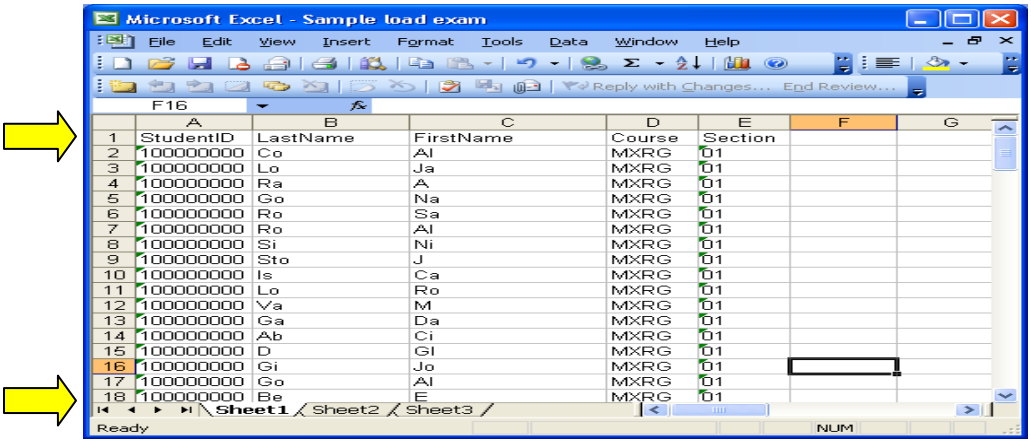
LOAD Exam Function

If you have an Excel file with a list of the students who will be taking each exam, you can use the LOAD Exam function to upload the list into STARS to schedule the students.

Requirements:

- *The file will need to have the following column headings: StudentID, LastName, FirstName, Course, Section*
- *The tab for the worksheet MUST say "Sheet1."*

This is a sample of what the file should look like (student IDs, and names have been hidden). Note names used for headings of each column and Tab name for worksheet.

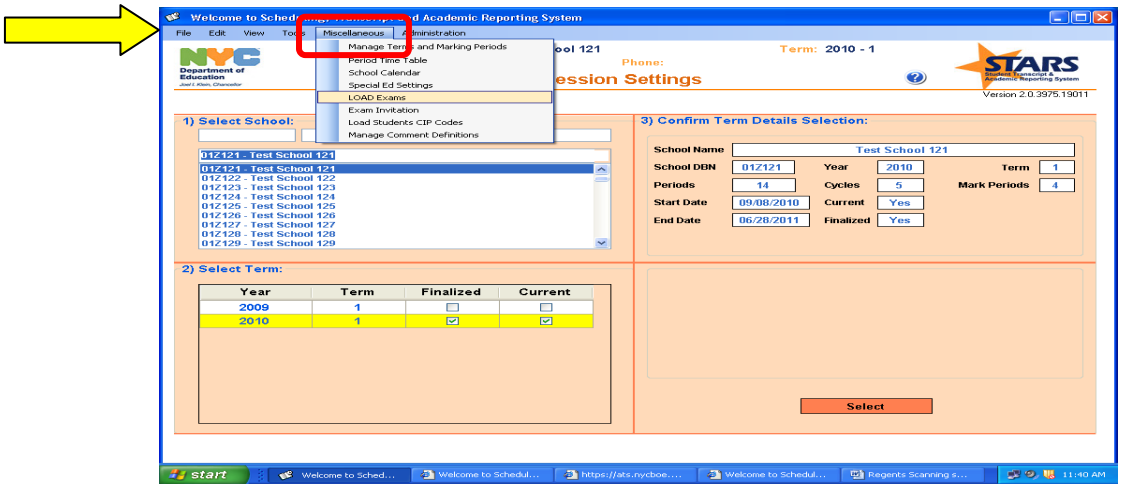


	A	B	C	D	E	F	G
1	StudentID	LastName	FirstName	Course	Section		
2	100000000	Co	Al	MXRG	01		
3	100000000	Lo	Ja	MXRG	01		
4	100000000	Ra	A	MXRG	01		
5	100000000	Go	Na	MXRG	01		
6	100000000	Ro	Sa	MXRG	01		
7	100000000	Ro	Al	MXRG	01		
8	100000000	Si	Ni	MXRG	01		
9	100000000	Sto	J	MXRG	01		
10	100000000	Is	Ca	MXRG	01		
11	100000000	Lo	Ro	MXRG	01		
12	100000000	Va	M	MXRG	01		
13	100000000	Ga	Da	MXRG	01		
14	100000000	Ab	Ci	MXRG	01		
15	100000000	D	Gl	MXRG	01		
16	100000000	Gi	Jo	MXRG	01		
17	100000000	Go	Al	MXRG	01		
18	100000000	Be	E	MXRG	01		

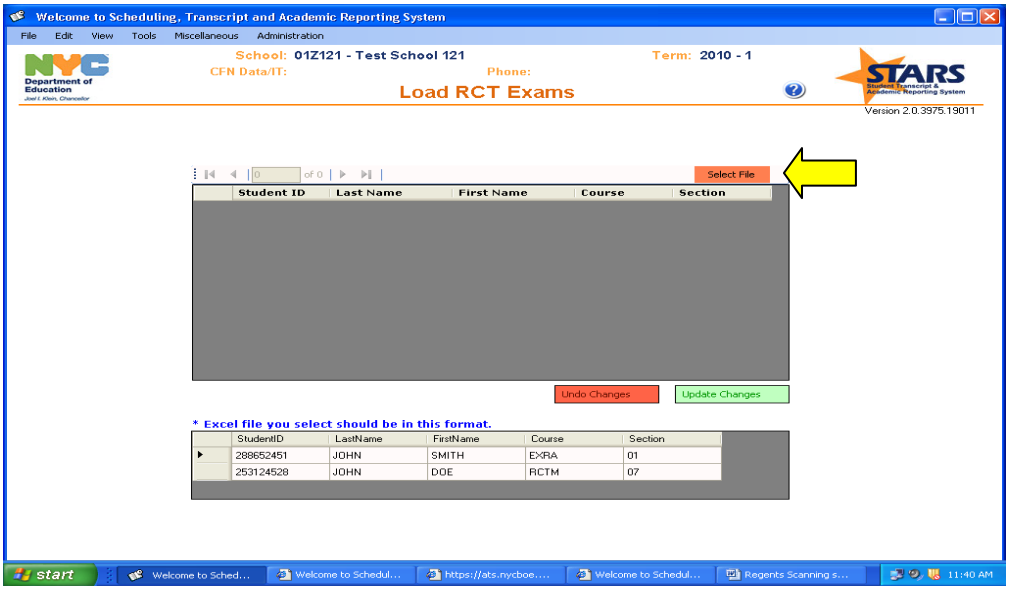
You may either use one file to enter all of the students for each exam, or load separate files for each exam. This section will explain how to access the LOAD Exam Function.

Accessing the LOAD Exam Function

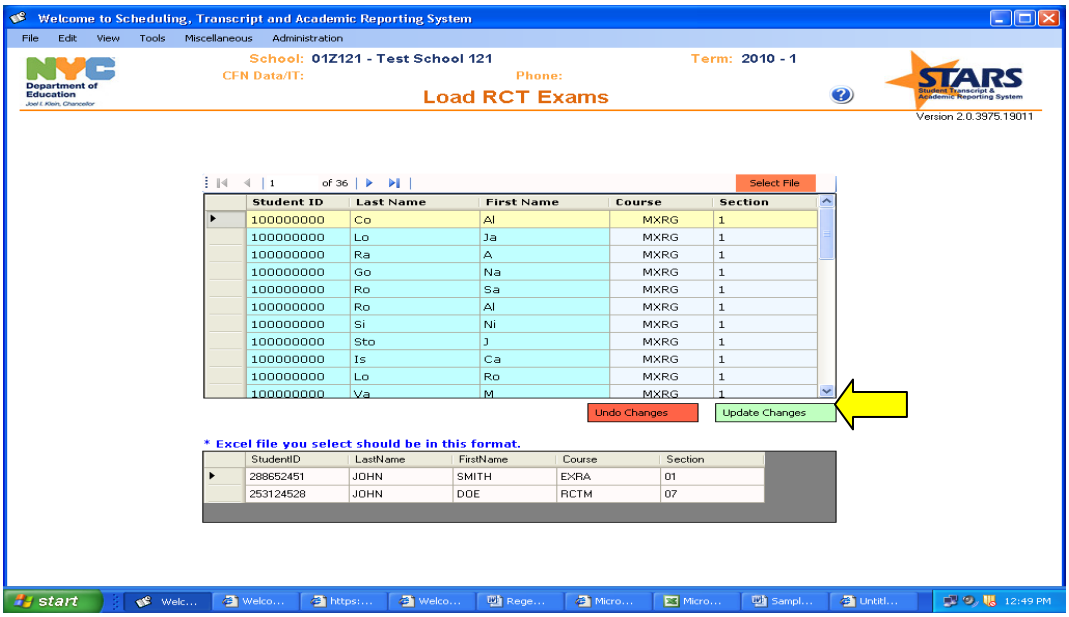
Click the MISCELLANEOUS option from the toolbar. Next, click LOAD EXAM:



Click on SELECT FILE in the upper right corner. You will be prompted to select the location of the file and then click open:



Once the file is open, it will display on the screen. Click UPDATE CHANGES button to submit the file:



Exam Invitations:

You can use the EXAM INVITATION report to print exam invitations. You can also select the option to include the photo of the student on the invitation. ***See pages 271-274 in the STARS User Manual for detailed instructions. This document (HSST v 1.1 LOAD EXAM) can be found in the document section of the STARS SharePoint.***
http://portal.nycboe.net/sites/FinanceAdmin/DIIT/AppDev/HSST/default.aspx

Printing Answer Documents from ATS

Once students have been scheduled, answer documents may be printed. There are three methods for printing answer documents for the following students:

- *NYCDOE students previously scheduled in STARS*
- *An individual NYCDOE student*
- *A non-DOE student*

(Please note these procedures also apply to the students who are "Walk-Ins")

The amount of scheduling details provided in STARS, such as teacher name, section number, and room number, determines the printing options that are available. See page 6 for additional information.

1 .Printing for NYCDOE students previously scheduled in STARS

This will allow you to print for a group of students at once. In order to utilize this option, students must be scheduled in STARS at least one day prior to printing.

2 .Printing for an individual NYCDOE student
(Note: this option includes students not currently enrolled at your school)

You will be prompted to enter in the Student ID number of the student whose answer document you wish to print.

3. Printing for a non-DOE student

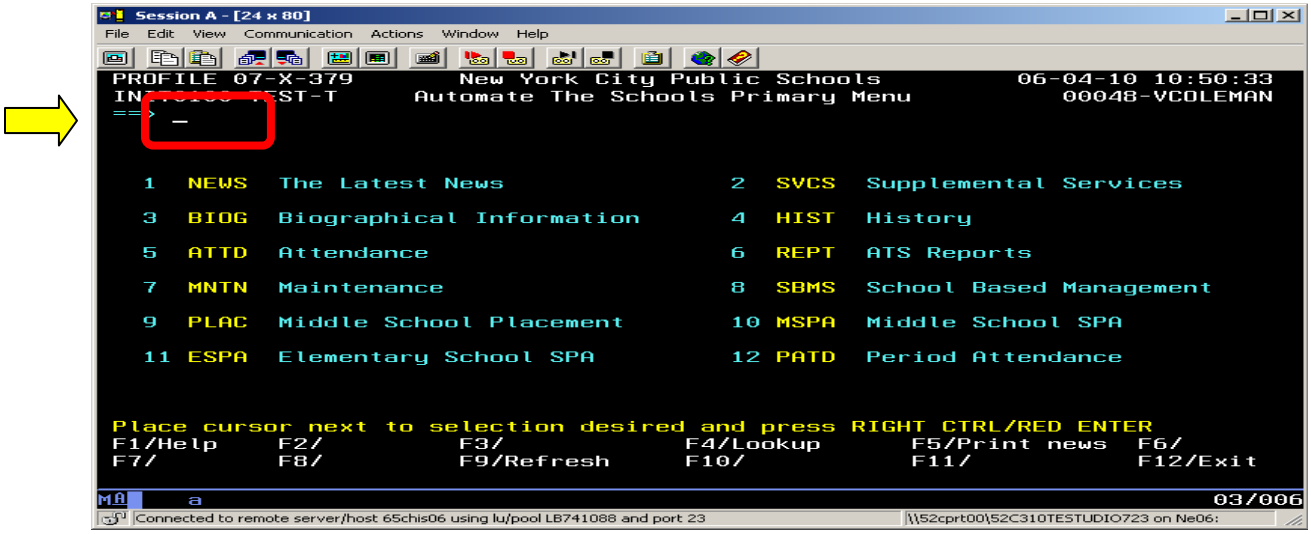
The system will prompt you to enter in basic demographic information for the student prior to printing.

Printing Requirements:

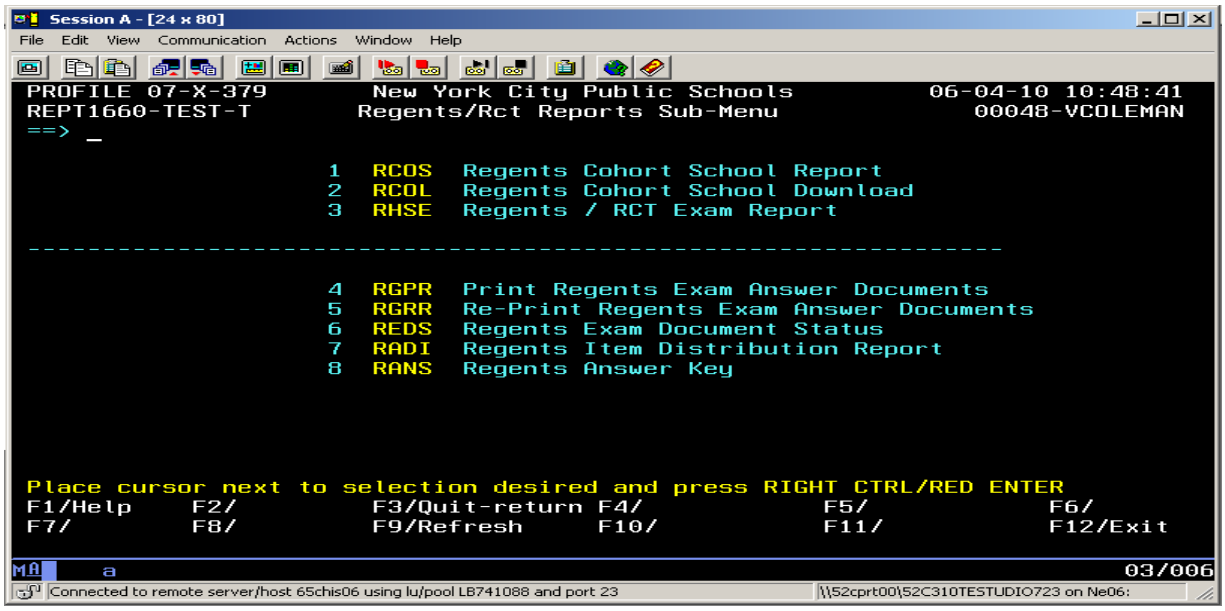
- *Destination printer for print job can be any printer, or you can print directly to your attendance scanner (Lexmark Attendance Scanner - models x646 or x656 or the Fujitsu Attendance Scanner - model Fi6670).*
- *Verify that destination printer has sufficient toner level for printing this job*
- *In order assure problem-free scanning, make sure all pages are clearly readable and free of any type of print defects. Discard any pages that have less than perfect print quality, correct cause of the print problem, and reprint those pages.*

Printing for NYCDOE Students Previously Scheduled in STARS

1.Log in to ATS.
On the screen that appears below type: REGT

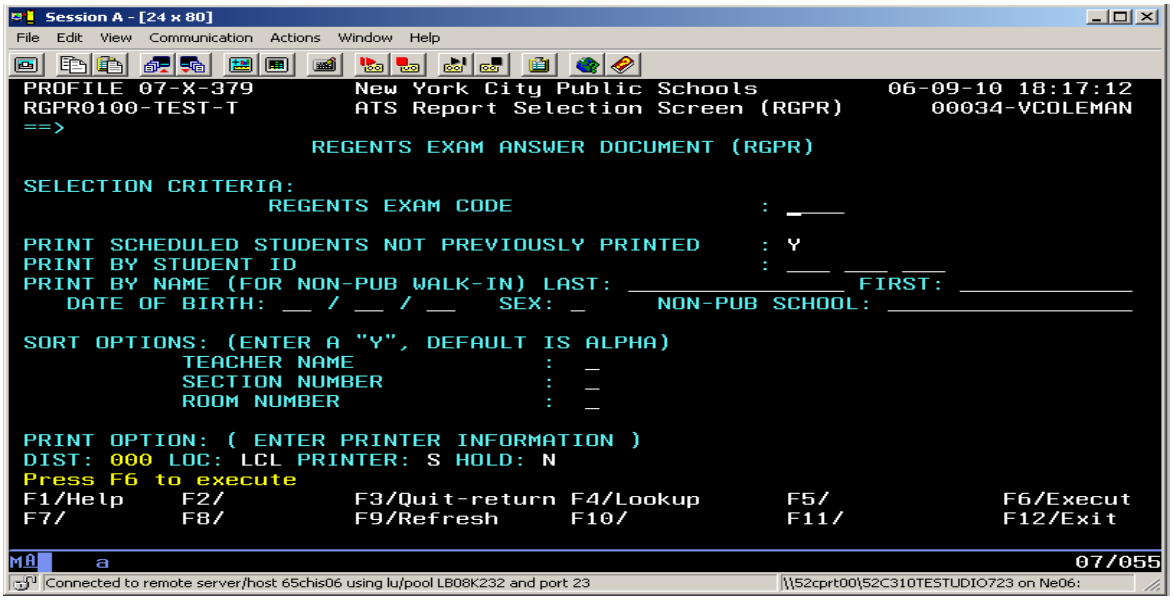

Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE 07-X-379 New York City Public Schools 06-04-10 10:50:33
Automate The Schools Primary Menu 00048-VCOLEMAN
==> _
1 NEWS The Latest News
2 SVCS Supplemental Services
3 BIOG Biographical Information
4 HIST History
5 ATTD Attendance
6 REPT ATS Reports
7 MNTN Maintenance
8 SBMS School Based Management
9 PLAC Middle School Placement
10 MSPA Middle School SPA
11 ESPA Elementary School SPA
12 PATD Period Attendance
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help F2/ F3/ F4/Lookup F5/Print news F6/
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
03/006
Connected to remote server/host 65chis06 using lu/pool LB741088 and port 23

2. The following screen will appear. TAB to RGPR – and Press Right CTRL/ED ENTER


Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE 07-X-379 New York City Public Schools 06-04-10 10:48:41
REPT1660-TEST-T Regents/Rct Reports Sub-Menu 00048-VCOLEMAN
==> _
1 RCOS Regents Cohort School Report
2 RCOL Regents Cohort School Download
3 RHSE Regents / RCT Exam Report
4 RGPR Print Regents Exam Answer Documents
5 RGRR Re-Print Regents Exam Answer Documents
6 REDS Regents Exam Document Status
7 RADI Regents Item Distribution Report
8 RANS Regents Answer Key
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help F2/ F3/Quit-return F4/ F5/ F6/
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
03/006
Connected to remote server/host 65chis06 using lu/pool LB741088 and port 23

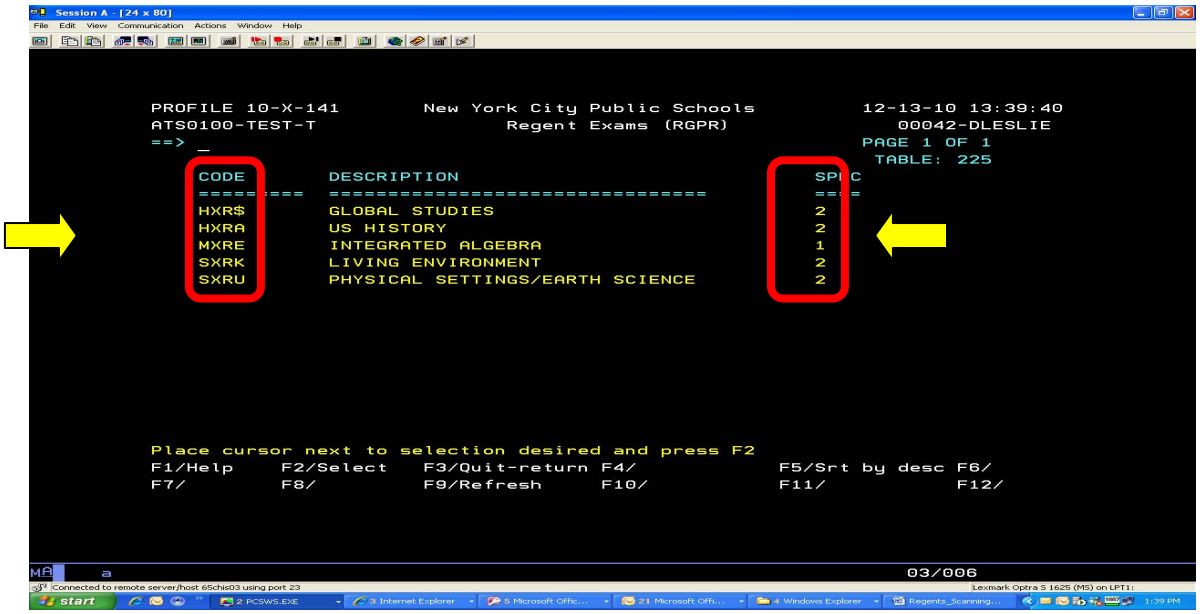
3. The following screen should appear.

- **Ensure that printing requirements are met (see page 19)**
- **The default is "Y" for the option to print previously scheduled students.**


Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE 07-X-379 New York City Public Schools 06-09-10 18:17:12
RGPR0100-TEST-T ATS Report Selection Screen (RGPR) 00034-VCOLEMAN
==>
REGENTS EXAM ANSWER DOCUMENT (RGPR)
SELECTION CRITERIA:
REGENTS EXAM CODE : ____
PRINT SCHEDULED STUDENTS NOT PREVIOUSLY PRINTED : Y
PRINT BY STUDENT ID : ___ ___ ___
PRINT BY NAME (FOR NON-PUB WALK-IN) LAST: _____ FIRST: _____
DATE OF BIRTH: __ / __ / __ SEX: _ NON-PUB SCHOOL: _____
SORT OPTIONS: (ENTER A "Y", DEFAULT IS ALPHA)
TEACHER NAME : _
SECTION NUMBER : _
ROOM NUMBER : _
PRINT OPTION: (ENTER PRINTER INFORMATION)
DIST: 000 LOC: LCL PRINTER: S HOLD: N
Press F6 to execute
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/Execut
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
MA a 07/055
Connected to remote server/host 65chis06 using lu/pool LB08K232 and port 23
\\52cprt00\52C310TESTUDIO723 on Ne06:

4. Select REGENTS EXAM CODE and press F4.
The following screen appears. Tab to the exam you wish to print answer documents for.
Note: If the code is already known, you can type the code in the previous screen.
Press F2 to execute.

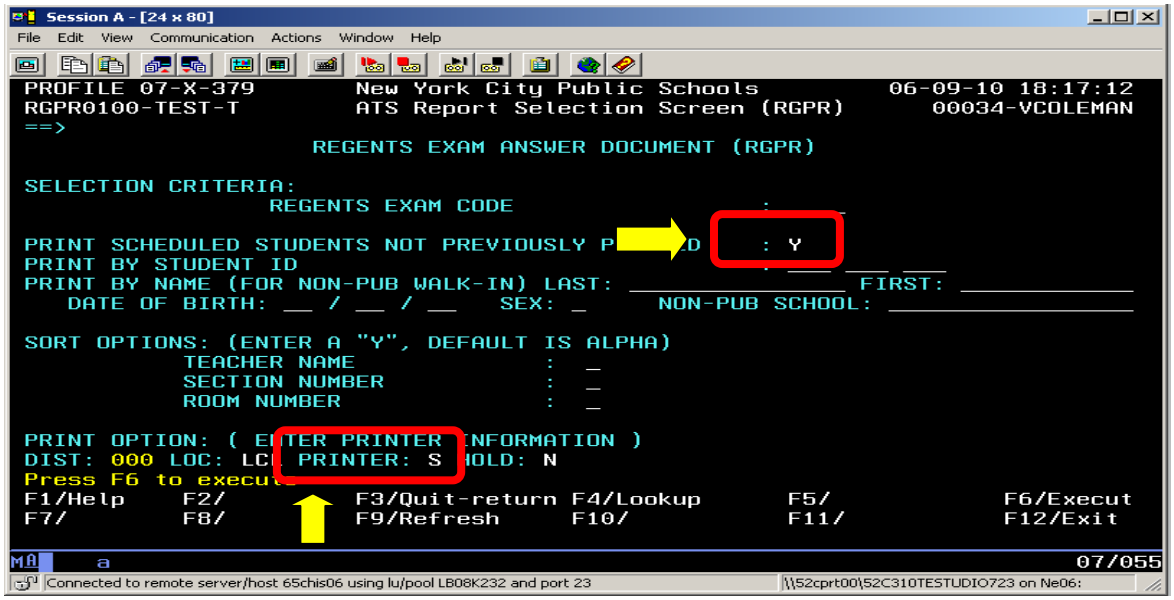
CODE: Available Regents Exam Codes
SPEC: Specifies if exam has a 1 or 2 page answer document.


PROFILE 10-X-141 New York City Public Schools 12-13-10 13:39:40
ATS0100-TEST-T Regent Exams (RGPR) 00042-DLESLIE
==> _
PAGE 1 OF 1
TABLE: 225
CODE DESCRIPTION SPEC
HXR$ GLOBAL STUDIES 2
HXRA US HISTORY 2
MXRE INTEGRATED ALGEBRA 1
SXRK LIVING ENVIRONMENT 2
SXRU PHYSICAL SETTINGS/EARTH SCIENCE 2
Place cursor next to selection desired and press F2
F1/Help F2/Select F3/Quit-return F4/ F5/Srt by desc F6/
F7/ F8/ F9/Refresh F10/ F11/ F12/
MA a 03/006

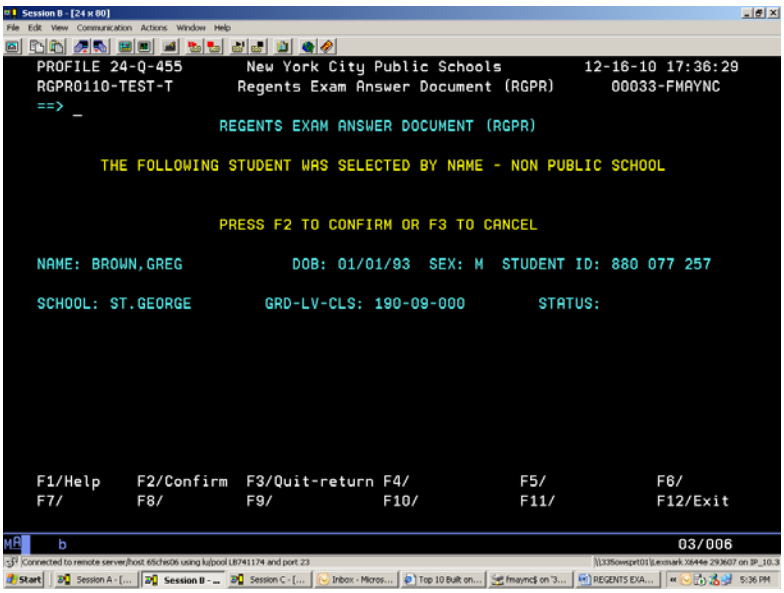
5. The following screen should appear.

- **Ensure that printing requirements are met (see page 19)**
- **The default is "Y" for the option to print previously scheduled students.**
- **The printer default is set to "S" and needs to be changed to correct destination Attendance Scanner**

Press F6 to Execute


Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE 07-X-379 New York City Public Schools 06-09-10 18:17:12
RGPR0100-TEST-T ATS Report Selection Screen (RGPR) 00034-VCOLEMAN
==>
REGENTS EXAM ANSWER DOCUMENT (RGPR)
SELECTION CRITERIA:
REGENTS EXAM CODE :
PRINT SCHEDULED STUDENTS NOT PREVIOUSLY P D : Y
PRINT BY STUDENT ID
PRINT BY NAME (FOR NON-PUB WALK-IN) LAST: FIRST:
DATE OF BIRTH: / / SEX: NON-PUB SCHOOL:
SORT OPTIONS: (ENTER A "Y", DEFAULT IS ALPHA)
TEACHER NAME :
SECTION NUMBER :
ROOM NUMBER :
PRINT OPTION: (ER PRINTER NFORMATION)
DIST: 000 LOC: LC PRINTER: S OLD: N
Press F6 to execu
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/Execut
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
MA a 07/055
Connected to remote server/host 65chis06 using lu/pool LB08K232 and port 23
\\52cprt00\52C310TESTUDIO723 on Ne06:

The following screen should appear:


PROFILE 24-Q-455 New York City Public Schools 12-16-10 17:36:29
RGPR0110-TEST-T Regents Exam Answer Document (RGPR) 00033-FMAYNC
==>
REGENTS EXAM ANSWER DOCUMENT (RGPR)
THE FOLLOWING STUDENT WAS SELECTED BY NAME - NON PUBLIC SCHOOL
PRESS F2 TO CONFIRM OR F3 TO CANCEL
NAME: BROWN,GREG DOB: 01/01/93 SEX: M STUDENT ID: 880 077 257
SCHOOL: ST.GEORGE GRD-LV-CLS: 190-09-000 STATUS:
F1/Help F2/Confirm F3/Quit-return F4/ F5/ F6/
F7/ F8/ F9/ F10/ F11/ F12/Exit
MA b 03/006

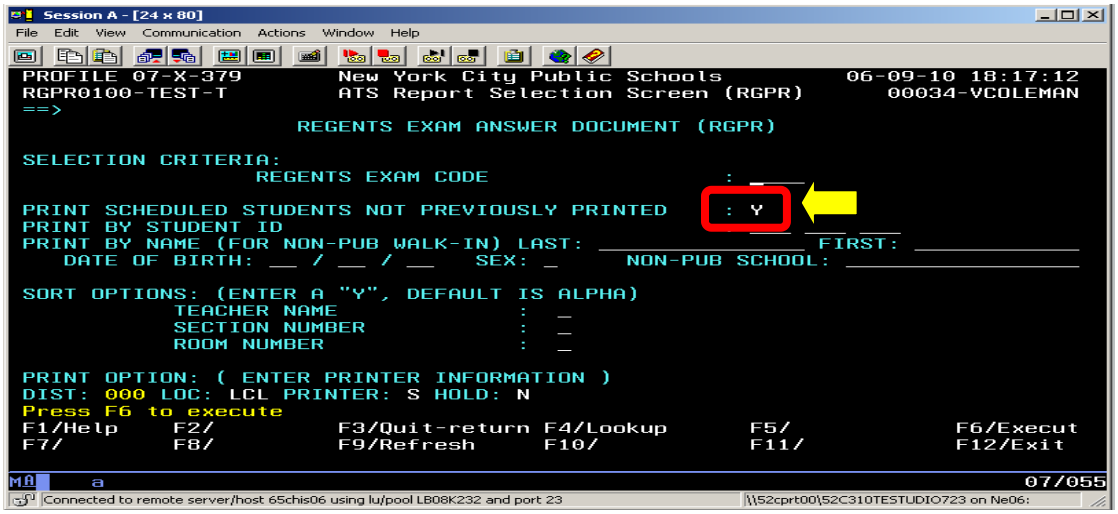
Press F2 to Confirm or F3 to cancel.

Printing an Answer Document for an Individual NYCDOE Student

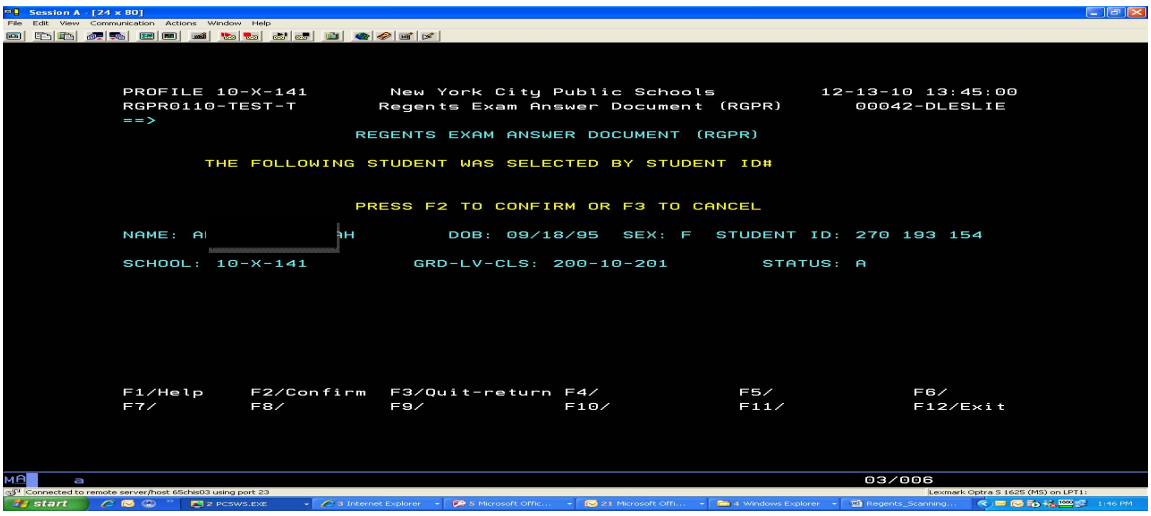
Complete steps 1-4 above until you reach the screen below:

- **Ensure that printing requirements are met (see page 19)**
- **Enter STUDENT ID NUMBER**
- **Remove "Y" in the "Print Scheduled Students not Previously Printed"**
- **The printer default is set to "S" and needs to be changed to correct destination Attendance Scanner**

Press F6 to Execute


Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE 07-X-379 New York City Public Schools 06-09-10 18:17:12
RGPR0100-TEST-T ATS Report Selection Screen (RGPR) 00034-VCOLEMAN
REGENTS EXAM ANSWER DOCUMENT (RGPR)
SELECTION CRITERIA:
REGENTS EXAM CODE :
PRINT SCHEDULED STUDENTS NOT PREVIOUSLY PRINTED : Y
PRINT BY STUDENT ID
PRINT BY NAME (FOR NON-PUB WALK-IN) LAST: FIRST:
DATE OF BIRTH: __ / __ / __ SEX: _ NON-PUB SCHOOL:
SORT OPTIONS: (ENTER A "Y", DEFAULT IS ALPHA)
TEACHER NAME :
SECTION NUMBER :
ROOM NUMBER :
PRINT OPTION: (ENTER PRINTER INFORMATION)
DIST: 000 LOC: LCL PRINTER: S HOLD: N
Press F6 to execute
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/Execut
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
07/055
Connected to remote server/host 65chis06 using lu/pool LB08K232 and port 23

The following screen should appear: Press F2 to Confirm or F3 to cancel.

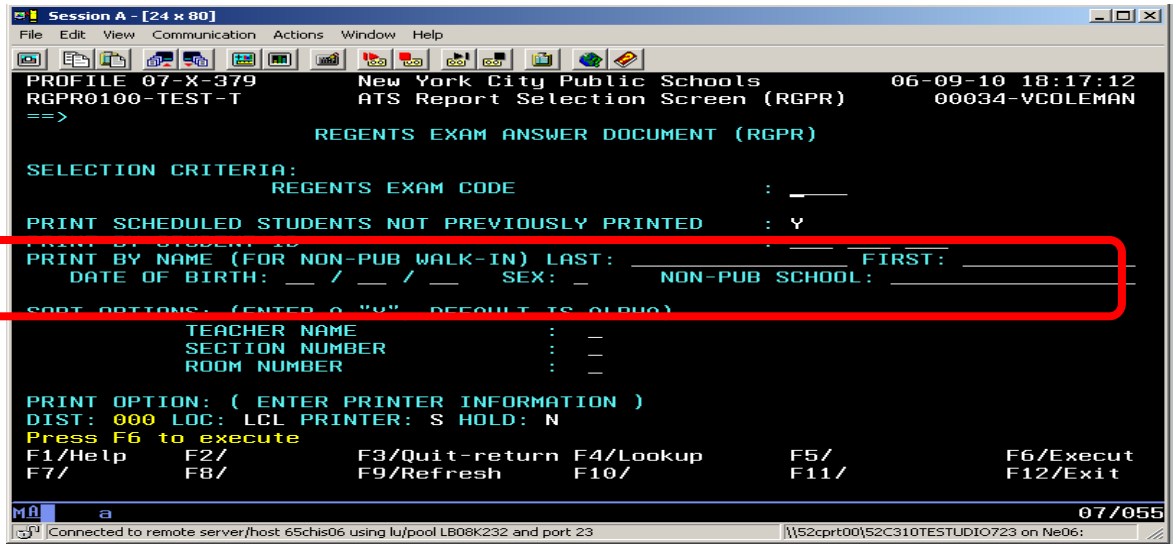

PROFILE 10-X-141 New York City Public Schools 12-13-10 13:45:00
RGPR0110-TEST-T Regents Exam Answer Document (RGPR) 00042-DLESLIE
REGENTS EXAM ANSWER DOCUMENT (RGPR)
THE FOLLOWING STUDENT WAS SELECTED BY STUDENT ID#
PRESS F2 TO CONFIRM OR F3 TO CANCEL
NAME: A H DOB: 09/18/95 SEX: F STUDENT ID: 270 193 154
SCHOOL: 10-X-141 GRD-LV-CLS: 200-10-201 STATUS: A
F1/Help F2/Confirm F3/Quit-return F4/ F5/ F6/
F7/ F8/ F9/ F10/ F11/ F12/Exit
03/006

Printing an Answer Document for a Non-DOE Student

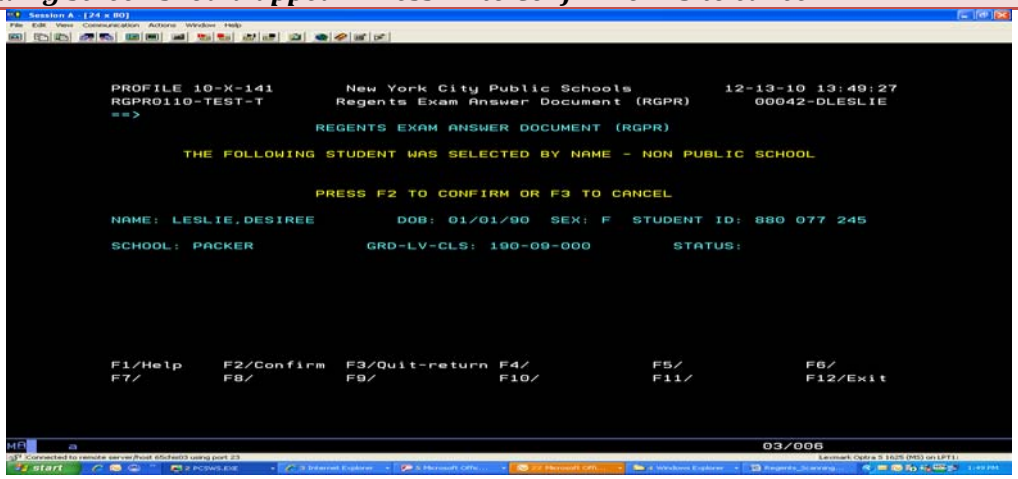
Complete steps 1-4 above until you reach the screen below:

- **Ensure that printing requirements are met (see page 19)**
- **Student last and first name**
- **Date of Birth**
- **Sex**
- **Name of Non-Public School the student attends**
- **The printer default is set to "S" and needs to be changed to correct destination Attendance Scanner**

Press F6 to Execute


Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE 07-X-379 New York City Public Schools 06-09-10 18:17:12
RGPR0100-TEST-T ATS Report Selection Screen (RGPR) 00034-VCOLEMAN
==>
REGENTS EXAM ANSWER DOCUMENT (RGPR)
SELECTION CRITERIA:
REGENTS EXAM CODE : ____
PRINT SCHEDULED STUDENTS NOT PREVIOUSLY PRINTED : Y
PRINT BY NAME (FOR NON-PUB WALK-IN) LAST: _____ FIRST: _____
DATE OF BIRTH: __ / __ / __ SEX: _ NON-PUB SCHOOL: _____
TEACHER NAME : _
SECTION NUMBER : _
ROOM NUMBER : _
PRINT OPTION: (ENTER PRINTER INFORMATION)
DIST: 000 LOC: LCL PRINTER: S HOLD: N
Press F6 to execute
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/Execut
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
07/055
Connected to remote server/host 65chis06 using lu/pool LB08K232 and port 23
\\52cprt00\52C310TESTUDIO723 on Ne06:

The following screen should appear: Press F2 to Confirm or F3 to cancel.


PROFILE 10-X-141 New York City Public Schools 12-13-10 13:49:27
RGPR0110-TEST-T Regents Exam Answer Document (RGPR) 00042-DLESLIE
==>
REGENTS EXAM ANSWER DOCUMENT (RGPR)
THE FOLLOWING STUDENT WAS SELECTED BY NAME - NON PUBLIC SCHOOL
PRESS F2 TO CONFIRM OR F3 TO CANCEL
NAME: LESLIE,DESIREE DOB: 01/01/90 SEX: F STUDENT ID: 880 077 245
SCHOOL: PACKER GRD-LV-CLS: 100-09-000 STATUS:
F1/Help F2/Confirm F3/Quit-return F4/ F5/ F6/
F7/ F8/ F9/ F10/ F11/ F12/Exit
03/006

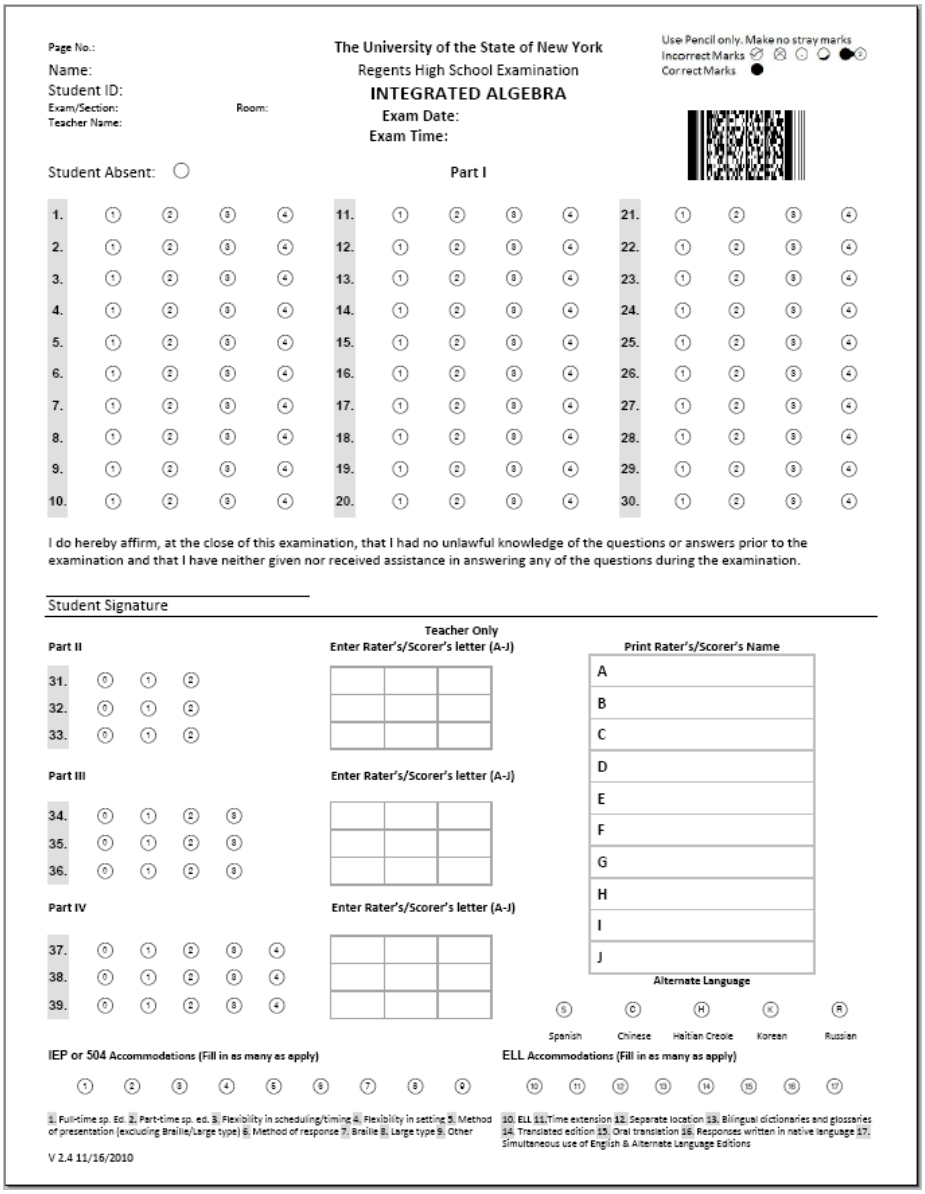
Note: a generic, unique Student ID will be generated for this non-public student at this time

Reprinting Answer Documents

Answer documents can be re-printed for any student whose answer document had been previously generated and printed.

Please note: the 12-digit unique Page Number (located in the upper left portion of the answer document) for each student's answer document will remain the same regardless of the number of times the answer document has been generated and printed.

Note: For two page Regents Answer Documents, the page number of page one of the answer document will end in -1, while page two will end in -2.



Page No.:
Name:
Student ID:
Exam/Section:
Teacher Name:
Room:

The University of the State of New York
Regents High School Examination
INTEGRATED ALGEBRA
Exam Date:
Exam Time:

Use Pencil only. Make no stray marks
Incorrect Marks
Correct Marks

Student Absent:

Part I

1.	1	2	3	4	11.	1	2	3	4	21.	1	2	3	4
2.	1	2	3	4	12.	1	2	3	4	22.	1	2	3	4
3.	1	2	3	4	13.	1	2	3	4	23.	1	2	3	4
4.	1	2	3	4	14.	1	2	3	4	24.	1	2	3	4
5.	1	2	3	4	15.	1	2	3	4	25.	1	2	3	4
6.	1	2	3	4	16.	1	2	3	4	26.	1	2	3	4
7.	1	2	3	4	17.	1	2	3	4	27.	1	2	3	4
8.	1	2	3	4	18.	1	2	3	4	28.	1	2	3	4
9.	1	2	3	4	19.	1	2	3	4	29.	1	2	3	4
10.	1	2	3	4	20.	1	2	3	4	30.	1	2	3	4

I do hereby affirm, at the close of this examination, that I had no unlawful knowledge of the questions or answers prior to the examination and that I have neither given nor received assistance in answering any of the questions during the examination.

Student Signature

Teacher Only

Part II

31.	0	1	2
32.	0	1	2
33.	0	1	2

Enter Rater's/Scorer's letter (A-J)

Part III

34.	0	1	2	3
35.	0	1	2	3
36.	0	1	2	3

Enter Rater's/Scorer's letter (A-J)

Part IV

37.	0	1	2	3	4
38.	0	1	2	3	4
39.	0	1	2	3	4

Enter Rater's/Scorer's letter (A-J)

Print Rater's/Scorer's Name

A
B
C
D
E
F
G
H
I
J

Alternate Language

S Spanish C Chinese H Haitian Creole K Korean R Russian

IEP or 504 Accommodations (Fill in as many as apply)

1 2 3 4 5 6 7 8 9

1. Full-time sp. Ed. 2. Part-time sp. ed. 3. Flexibility in scheduling/timing 4. Flexibility in setting 5. Method of presentation (excluding Braille/Large type) 6. Method of response 7. Braille 8. Large type 9. Other

ELL Accommodations (Fill in as many as apply)

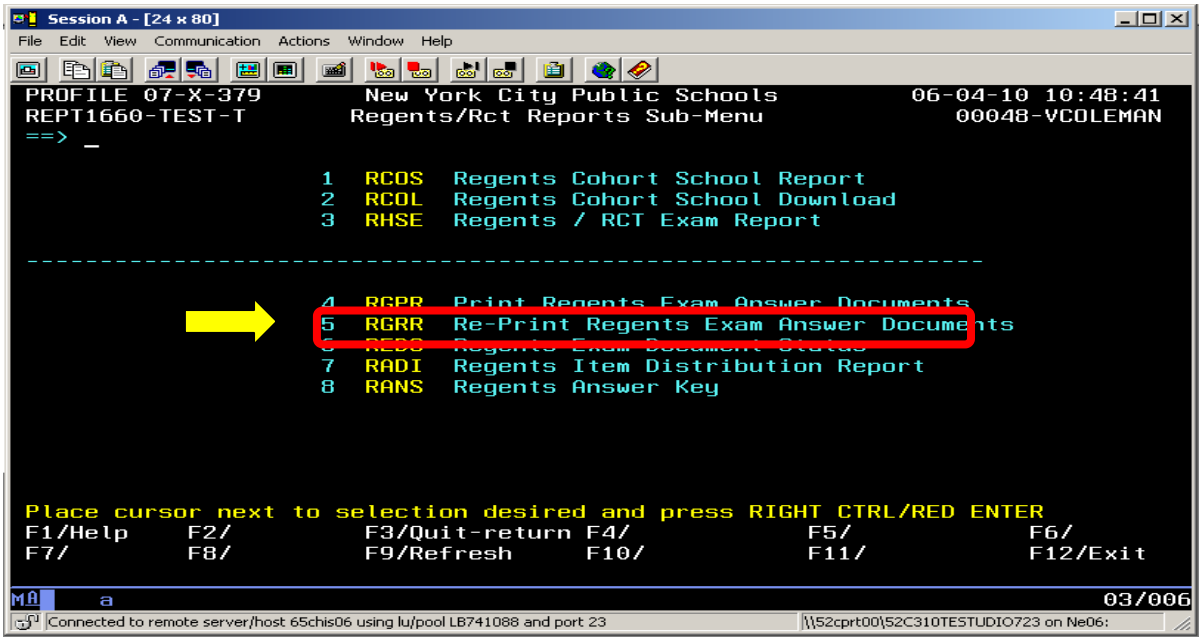
10 11 12 13 14 15 16 17

10. ELL 11. Time extension 12. Separate location 13. Bilingual dictionaries and glossaries 14. Translated edition 15. Oral translation 16. Responses written in native language 17. Simultaneous use of English & Alternate Language Editions

V 2.4 11/16/2010

This section will discuss how to reprint answer documents.

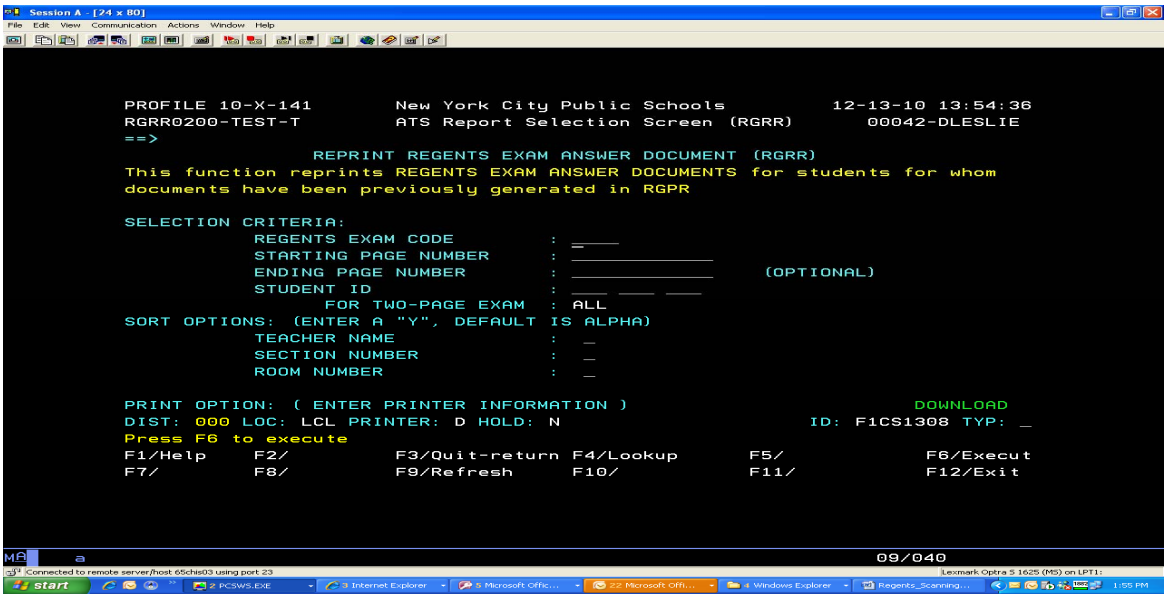
Move your tab to option 5 – RGRR – and Pres Right CTRL/ED ENTER.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE 07-X-379 New York City Public Schools 06-04-10 10:48:41
REPT1660-TEST-T Regents/Rct Reports Sub-Menu 00048-VCOLEMAN
==> _
1 RCOS Regents Cohort School Report
2 RCOL Regents Cohort School Download
3 RHSE Regents / RCT Exam Report
4 RGPR Print Regents Exam Answer Documents
5 RGRR Re-Print Regents Exam Answer Documents
7 RADI Regents Item Distribution Report
8 RANS Regents Answer Key
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help F2/ F3/Quit-return F4/ F5/ F6/
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
03/006
Connected to remote server/host 65chis06 using lu/pool LB741088 and port 23

The following screen should appear. Complete the required information:

Regents Exam Code: *Select the appropriate exam by pressing F4*
Starting Page Number: *Will reprint all pages if no starting number is entered*

Press F6 to complete the printing process:

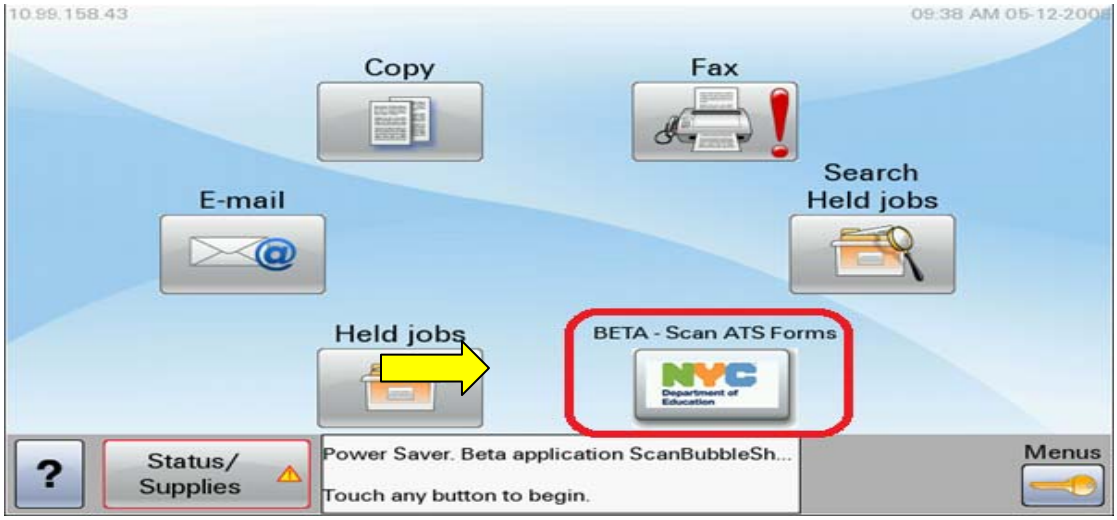

Session A - [24 x 80]
PROFILE 10-X-141 New York City Public Schools 12-13-10 13:54:36
RGRR0200-TEST-T ATS Report Selection Screen (RGRR) 00042-DLESLIE
==>
REPRINT REGENTS EXAM ANSWER DOCUMENT (RGRR)
This function reprints REGENTS EXAM ANSWER DOCUMENTS for students for whom
documents have been previously generated in RGPR
SELECTION CRITERIA:
REGENTS EXAM CODE :
STARTING PAGE NUMBER :
ENDING PAGE NUMBER : (OPTIONAL)
STUDENT ID :
FOR TWO-PAGE EXAM : ALL
SORT OPTIONS: (ENTER A "Y", DEFAULT IS ALPHA)
TEACHER NAME :
SECTION NUMBER :
ROOM NUMBER :
PRINT OPTION: (ENTER PRINTER INFORMATION) DOWNLOAD
DIST: 000 LOC: LCL PRINTER: D HOLD: N ID: F1CS1308 TYP:
Press F6 to execute
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/Execut
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
09/040

Scanning Regents Exams to ATS

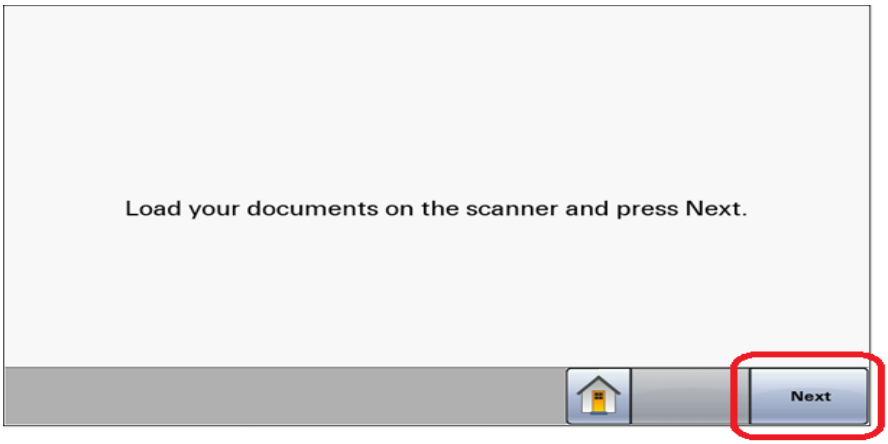
After scheduled students take the Regents exams, the answer documents are ready to be scanned to ATS via the attendance scanner.

To begin scanning, you will see the following home screen on the MFP.
Select BETA- Scan ATS Forms.

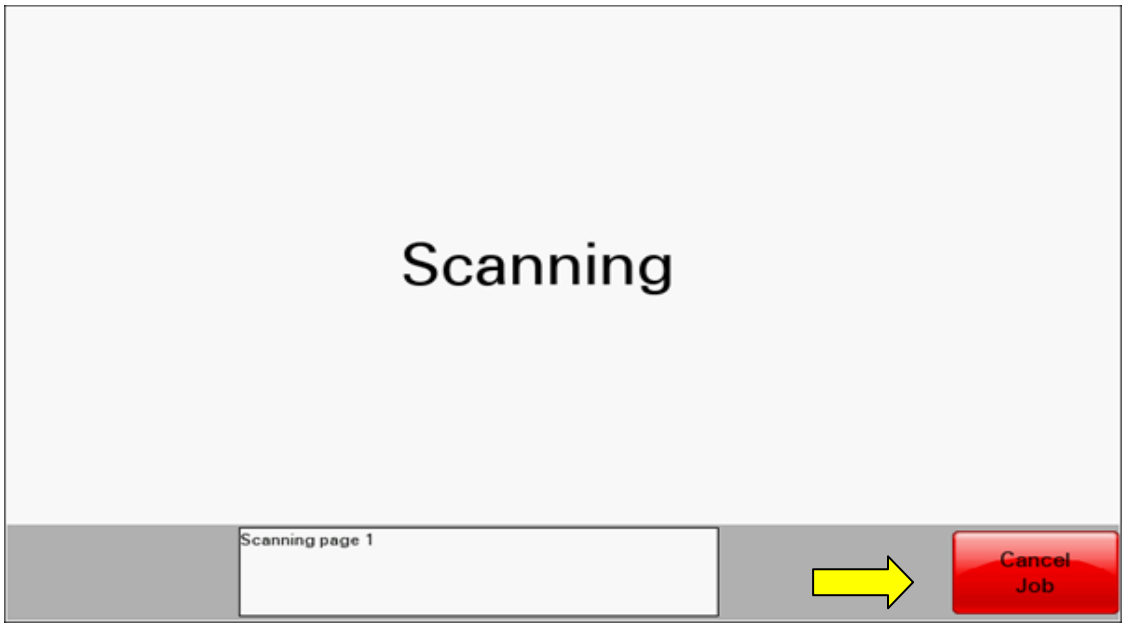
Note: Please only scan 1 exam type at a time



Load the scan sheets* FACE-UP *into the automatic document feeder. The top of the page must be towards the feed direction. Press NEXT. See Appendix for Scanning tips and limits of pages to be scanned



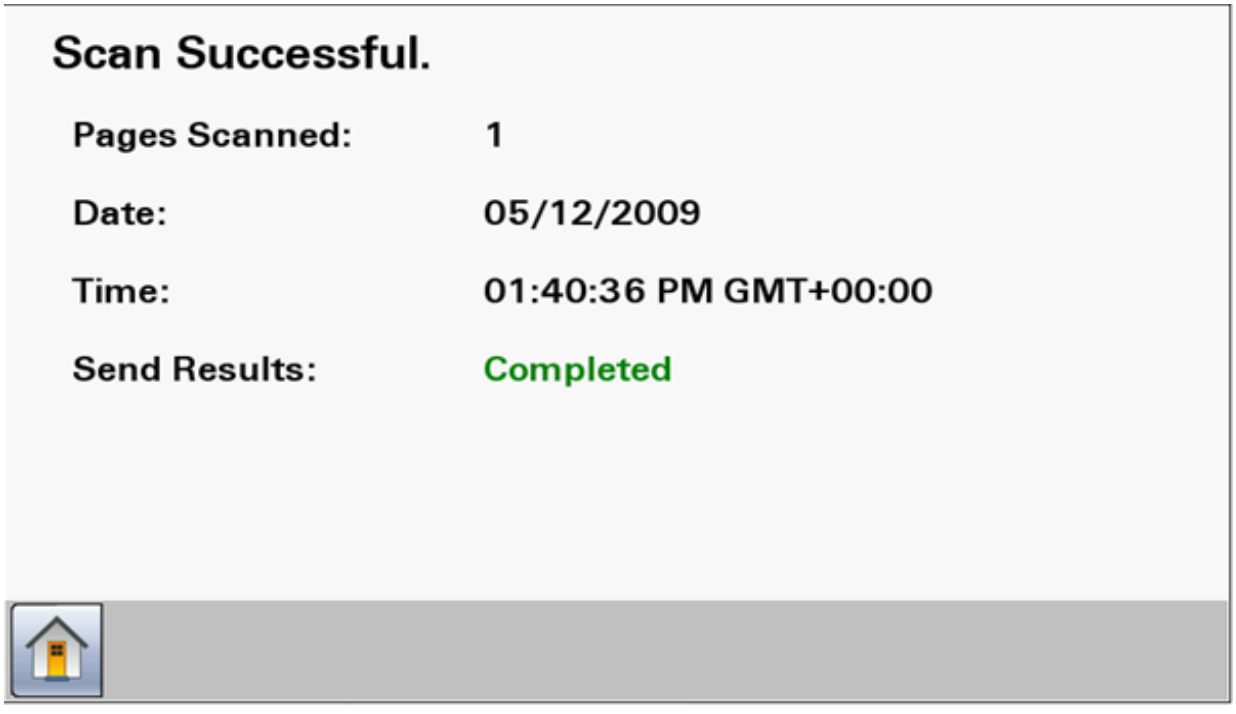
The following screen will appear as the MFP begins scanning pages:



Once all the documents have been scanned, the following screen will appear. The MFP is connecting to the scan server. Please wait until processing is completed.

Once the connection is complete, the following screen will appear. The application on the Scan Server is processing bubble sheets. Please wait until processing is completed.

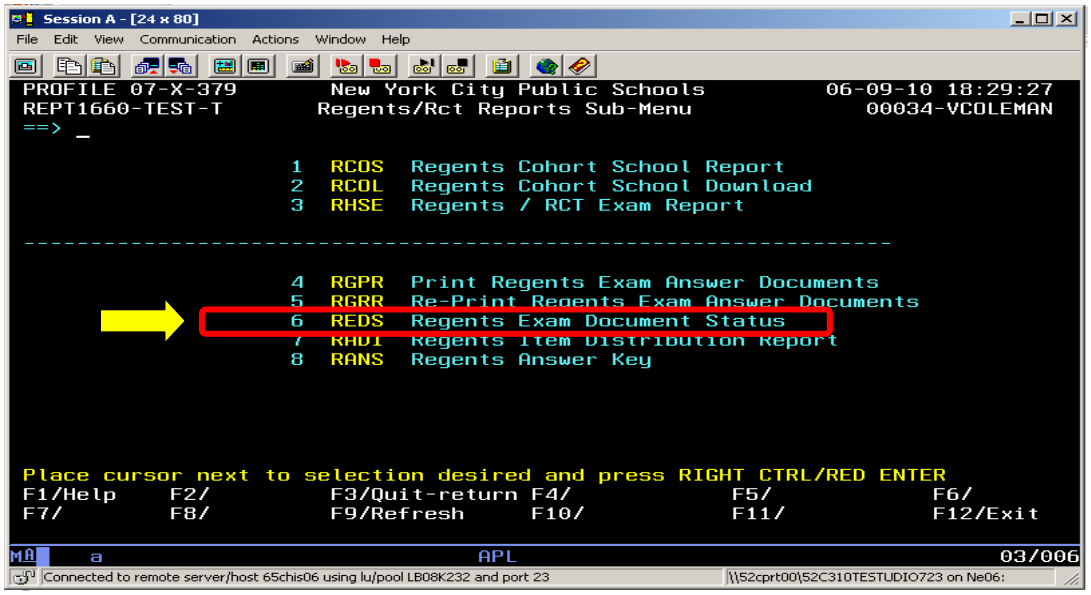
Once application is finished, it will display this message and print a confirmation page:



Printing Reports from ATS

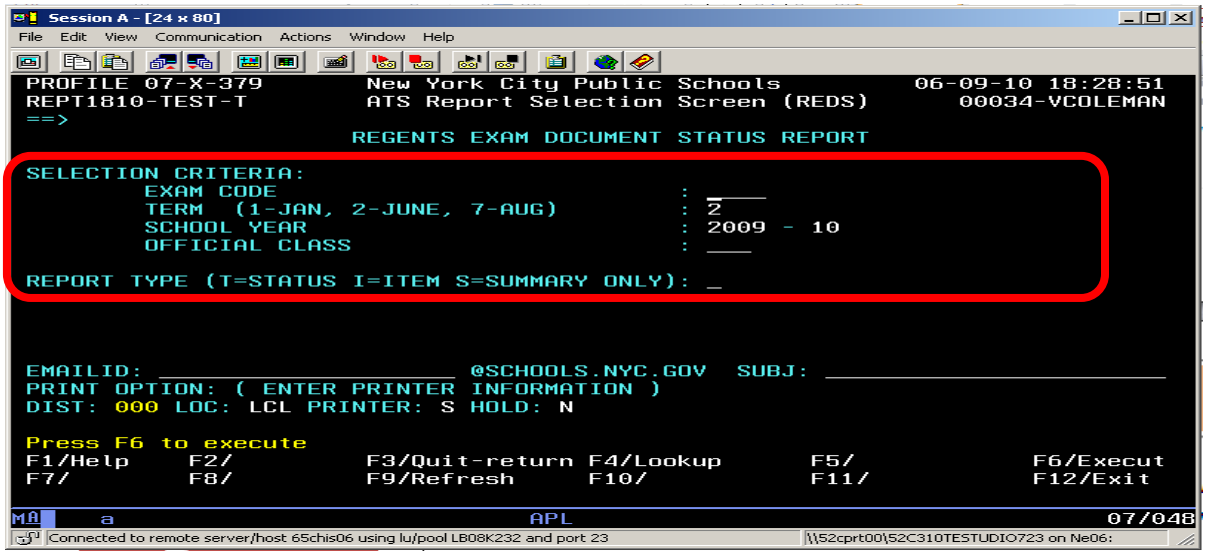
Once the answer documents have been scanned, a number of reports are available in ATS in relation to Regents exams. These reports can be used to assist the school in validating the testing status of the students and their scores. This section will explain how to access these reports.

On the screen below select option 6 – REDS – Regents Exams Document Status.

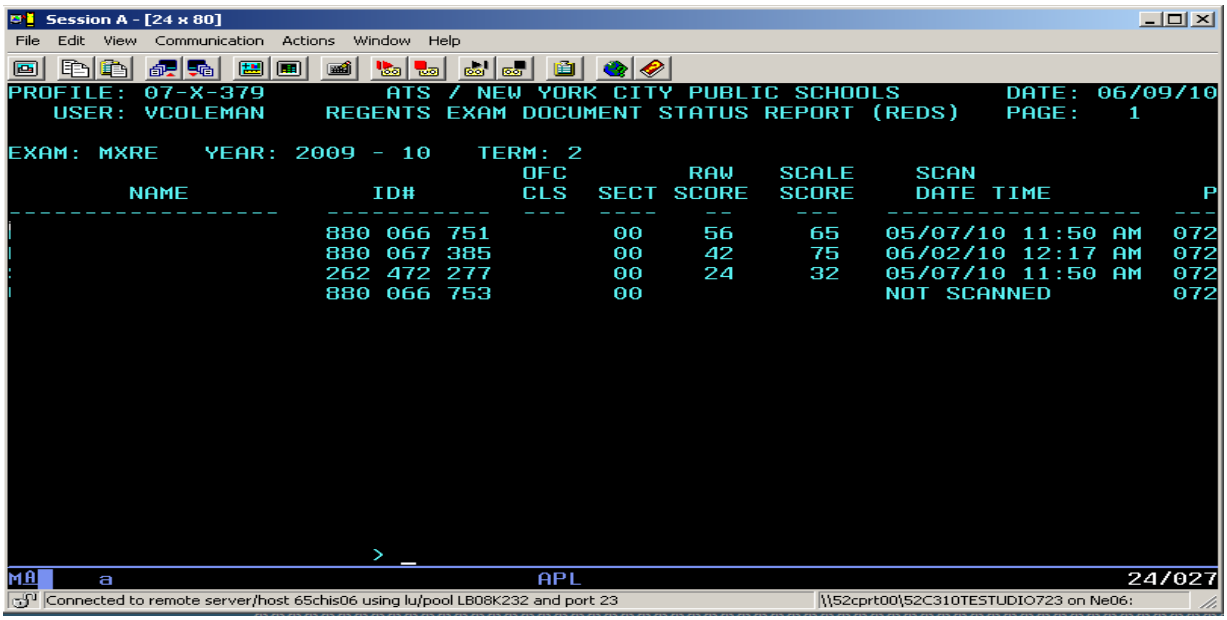

Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE 07-X-379 New York City Public Schools 06-09-10 18:29:27
REPT1660-TEST-T Regents/Rct Reports Sub-Menu 00034-VCOLEMAN
==> _
1 RCOS Regents Cohort School Report
2 RCOL Regents Cohort School Download
3 RHSE Regents / RCT Exam Report
4 RGPR Print Regents Exam Answer Documents
5 RGRR Re-Print Regents Exam Answer Documents
6 REDS Regents Exam Document Status
7 RAD1 Regents Item Distribution Report
8 RANS Regents Answer Key
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help F2/ F3/Quit-return F4/ F5/ F6/
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
MA a APL 03/006
Connected to remote server/host 65chis06 using lu/pool LB08K232 and port 23
\\52cprt00\52C310TESTUDIO723 on Ne06:

The following screen appears. Enter the required information and Press F6 to execute.

***Note**: When exam code is entered, exam list will appear. Type in exam code or select from list.*


Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE 07-X-379 New York City Public Schools 06-09-10 18:28:51
REPT1810-TEST-T ATS Report Selection Screen (REDS) 00034-VCOLEMAN
==>
REGENTS EXAM DOCUMENT STATUS REPORT
SELECTION CRITERIA:
EXAM CODE :
TERM (1-JAN, 2-JUNE, 7-AUG) : 2
SCHOOL YEAR : 2009 - 10
OFFICIAL CLASS :
REPORT TYPE (T=STATUS I=ITEM S=SUMMARY ONLY): _
EMAILID: @SCHOOLS.NYC.GOV SUBJ:
PRINT OPTION: (ENTER PRINTER INFORMATION)
DIST: 000 LOC: LCL PRINTER: S HOLD: N
Press F6 to execute
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/Execut
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
MA a APL 07/048
Connected to remote server/host 65chis06 using lu/pool LB08K232 and port 23
\\52cprt00\52C310TESTUDIO723 on Ne06:

The following screen appears:

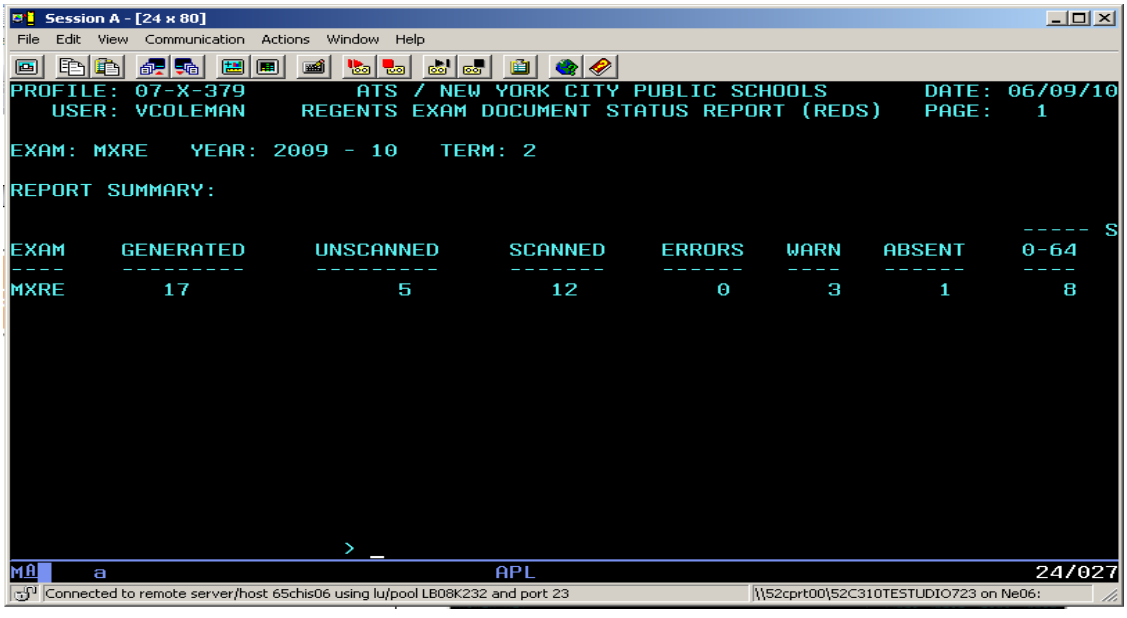

Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE: 07-X-379 ATS / NEW YORK CITY PUBLIC SCHOOLS DATE: 06/09/10
USER: VCOLEMAN REGENTS EXAM DOCUMENT STATUS REPORT (REDS) PAGE: 1
EXAM: MXRE YEAR: 2009 - 10 TERM: 2
NAME ID# OFC CLS SECT RAW SCORE SCALE SCORE SCAN DATE TIME P
880 066 751 00 56 65 05/07/10 11:50 AM 072
880 067 385 00 42 75 06/02/10 12:17 AM 072
262 472 277 00 24 32 05/07/10 11:50 AM 072
880 066 753 00 NOT SCANNED 072
> _
MA a APL 24/027
Connected to remote server/host 65chis06 using lu/pool LB08K232 and port 23
\\52cprt00\52C310TESTUDIO723 on Ne06:

Available Reports

The following three reports are available via ATS:

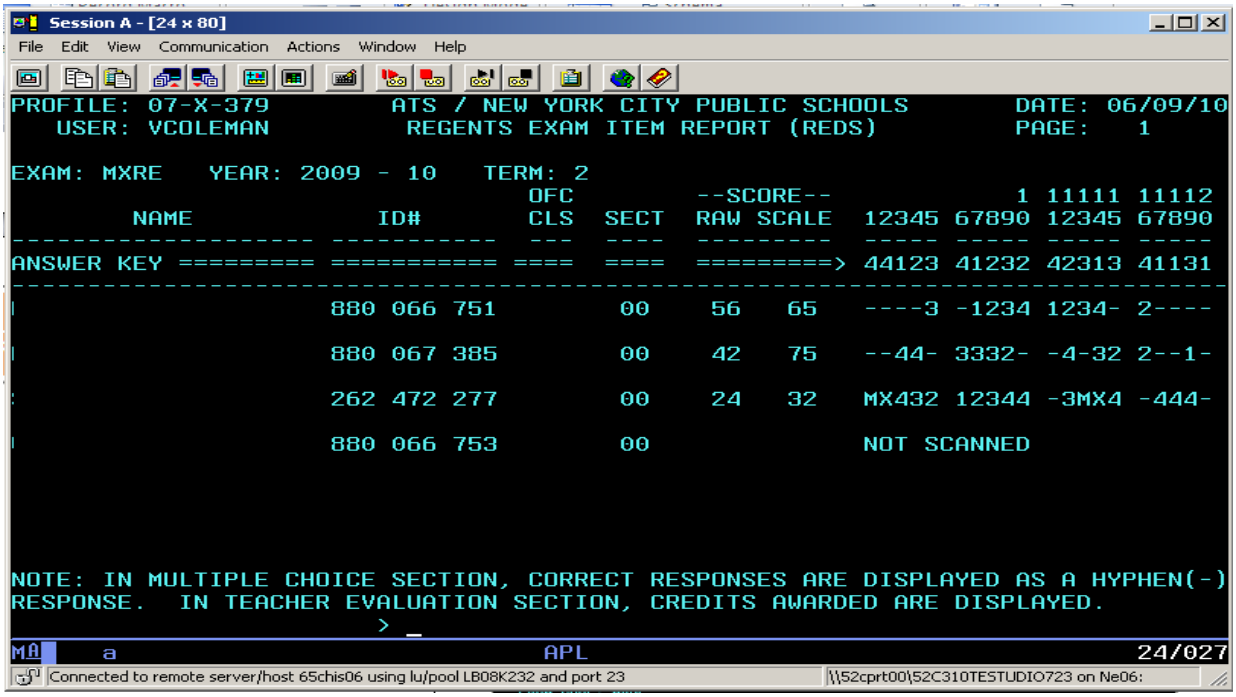
1. Status Report

Provides information for each answer document scanned, and any potential warning flags that should be reviewed on the answer document.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE: 07-X-379 ATS / NEW YORK CITY PUBLIC SCHOOLS DATE: 06/09/10
USER: VCOLEMAN REGENTS EXAM DOCUMENT STATUS REPORT (REDS) PAGE: 1
EXAM: MXRE YEAR: 2009 - 10 TERM: 2
REPORT SUMMARY:
EXAM GENERATED UNSCANNED SCANNED ERRORS WARN ABSENT 0-64
MXRE 17 5 12 0 3 1 8
> _
MA a APL 24/027
Connected to remote server/host 65chis06 using lu/pool LB08K232 and port 23
\\52cprt00\52C310TESTUDIO723 on Ne06:

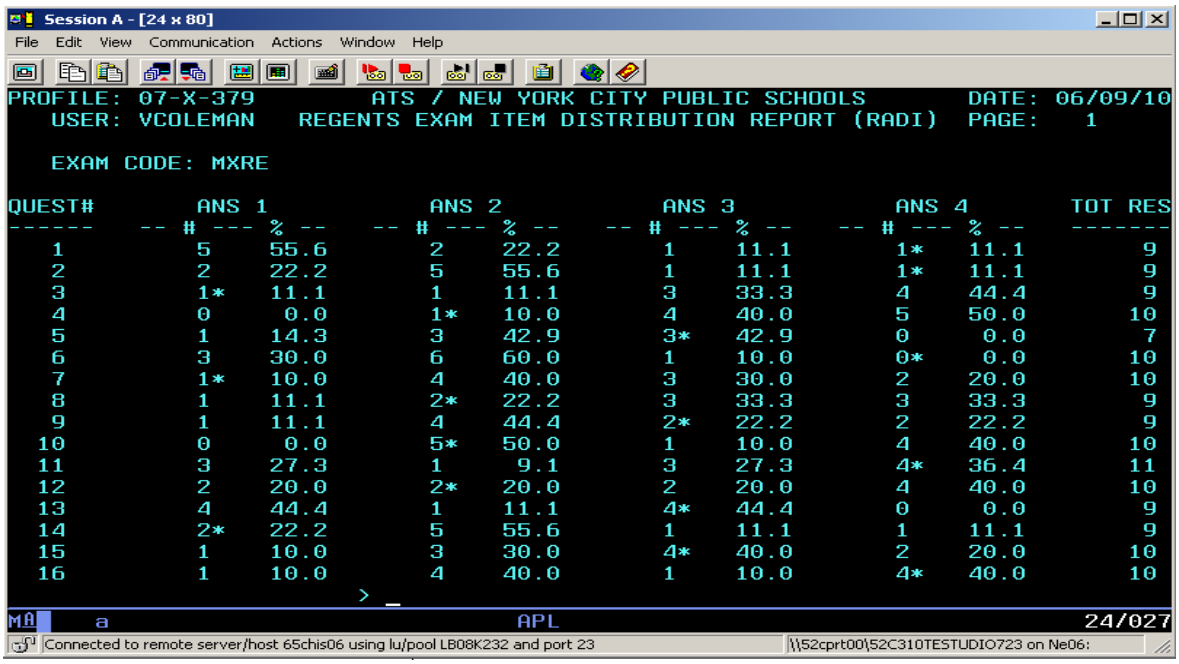
2. Item Report

Provides information detailing the specific response marked on the answer document


Session A - [24 x 80]
File Edit View Communication Actions Window Help
PROFILE: 07-X-379 ATS / NEW YORK CITY PUBLIC SCHOOLS DATE: 06/09/10
USER: VCOLEMAN REGENTS EXAM ITEM REPORT (REDS) PAGE: 1
EXAM: MXRE YEAR: 2009 - 10 TERM: 2
NAME ID# OFC CLS SECT --SCORE-- RAW SCALE 1 11111 12345 12345 67890 12345 67890
ANSWER KEY ========== ========== ==== ==== =========> 44123 41232 42313 41131
880 066 751 00 56 65 ----3 -1234 1234- 2----
880 067 385 00 42 75 --44- 3332- -4-32 2--1-
262 472 277 00 24 32 MX432 12344 -3MX4 -444-
880 066 753 00 NOT SCANNED
NOTE: IN MULTIPLE CHOICE SECTION, CORRECT RESPONSES ARE DISPLAYED AS A HYPHEN(-)
RESPONSE. IN TEACHER EVALUATION SECTION, CREDITS AWARDED ARE DISPLAYED.
> _
MA a APL 24/027
Connected to remote server/host 65chis06 using lu/pool LB08K232 and port 23
\\52cprt00\52C310TESTUDIO723 on Ne06:

3. Item Distribution Report

Provides a frequency distribution for each item and the number of students who selected each potential response



Data Flow:

- **Each night the data is sent to the transcript system and to STARS. For students who are taking the exam in their own school, the record should be available in STARS for reporting purposes (report cards, exam report) the following day.**
- **For students who take the exam in a school other than their own, the records will be available on the transcript only.**

APPENDIX – Tips for Scanning

DFS Scanning Procedure for Fujitsu Fi-6670 Scanners:

1. *In order to prevent rejections and errors from skewed pages, make sure that all pages in the batch are squared and aligned along the edges.*

2. *Place batch of pages on the Automatic Document Feeder of the scanner and make sure that paper guides are tight along the page edges.*

3. ***Make sure not to put more than 200 pages in one batch**.*

4. *Log on to your Scan PC.*

5. *Press the green scan button on the scanner to begin.*

6. *Once all of the pages in the batch are scanned, **do not add any more pages to the scanner until DFS confirmation prints out**. This process can take up to 12 minutes for 200 page jobs and only 3 minutes for 50 page jobs.*

7. *Once the DFS confirmation page prints out, collect your scanned and processed pages from the output bin of the scanner and file it together with the DFS confirmation page. This step is very important for troubleshooting scanning issue. The DFS confirmation page has ID number for each scan job, keeping it together with pages scanned in that batch allows us to find this job and verify what went wrong in case of any errors or discrepancies.*

8. *In scanning ATS period attendance, the ATS confirmation page is also generated. We also advise you to verify that the number of successfully processed pages matches both the ATS and the DFS confirmation pages.*

9. *If any of the pages were rejected due to missing "Attendance Taken" bubbles or barcode errors, locate those pages in the batch, correct the errors and rescan. If errors still come up and you don't see anything wrong with the form, CLEAN THE SCANNER'S LENS.*

10. *Once this process is completed, proceed to scan the next batch of forms.*

11. *For all support/technical questions regarding the Attendance Scanners, please reach out to DFS via the DOE Help Desk at 718 935 5100*

PLEASE REMEMBER TO CLEAN YOUR SCANNER EVERY WEEK.